

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 28, 2014 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:05 E) Health & Human Services (see separate HHS agenda)
- 10:00 Break
- 10:10 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File January 14, 2014 – January 27, 2014
 - B) Approve 1/14/14 County Board Minutes
 - C) Approve Resolution – Exempt Permit Form LG220 Ruffed Grouse Society
 - D) Approve Request to Fill Committee Vacancies
 - E) Approve Auditor Warrants – December Sales & Use Tax
 - F) Approve Auditor Warrants – Real Estate Tax Settlement Payments
 - G) Approve Commissioner Warrants
 - H) Approve Recycling Agreement Extensions
 - I) Approve Resolution – Solid Waste Management Plan
 - J) Approve Pay Equity Report
 - K) Approve Out of State Travel Request – Human Resources Dept.
 - L) Approve Resolution – Conservation Easements for Wetland Mitigation
- 10:15 3) Mike Dangers, County Assessor
- A) Appraiser Education Expenses
 - B) Set Date for Board of Equalization
- 10:35 4) Patrick Wussow, County Administrator
- A) Bonding Presentation
 - B) Approve Request from Central Planes Aviation
 - C) Approve Personnel Committee Recommendations
 - 1. External Recruitment Firm
 - 2. Interim County Administrator

11:45 5) Board Discussion

Mark Wedel – CMCC, Historical Society

**Laurie Westerlund – CMCC, ACAT, DAC, Forest Summit, AMC Leadership,
P&Z, HRA**

Don Niemi – ARDC

Brian Napstad – NCLUCB, BWSR-Wetlands, MHB

**Anne Marcotte – NCLUCB, BWSR-Wetlands, ACA, Township Quarterly Mtg.,
Land Dept. LLCC, AMC Leadership**

12:45 Adjourn

AITKIN COUNTY BOARD

January 14, 2014

The Aitkin County Board of Commissioners met this 14th day of January at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the January 14, 2014 amended agenda. Item 6C) Approve Personnel Committee Recommendation for FT Instructor/Naturalist, LLCC, was removed.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 7, 2014 – January 13, 2014; B) Approve County Board Minutes: January 7, 2014; C) Approve Commissioner Warrants: General Fund \$315,133.54, Road & Bridge \$195,320.10, Special Revenue \$682.30, Health & Human Services \$42,460.60, State \$777.21, Trust \$29,761.45, Forest Development \$9,452.34, Agency \$19,669.22, Long Lake Conservation Center \$20,646.11, Parks \$106,633.82 for a total of \$740,536.69; D) Approve December Manual Warrants: General Fund \$54,176.34, Road & Bridge \$13,174.80, Health & Human Services \$1,528.39, State \$29,040.48, Forest Development \$22,530.89, Taxes & Penalties \$87.36, Long Lake Conservation Center \$1,253.25, Parks \$5,869.97 for a total of \$127,661.48; E) Approve Resolution – Final Payment Contract #20133; F) Accept \$100 Donation to Aitkin County Sheriff's Posse – Granite Electronics; G) Approve Resolution – Recorder's Office Transfer of Funds

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – Final Payment Contract #20133:

WHEREAS, Contract No. 20133 – Project No. CP 01-60-02 –has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Tri City Paving in the amount of \$51,990.99 as specified herein.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – Recorder's Office Transfer of Funds:

WHEREAS, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$59,560.00 (\$10.00 for each document recorded in the County Recorder's office between January and December of 2013) from the General Revenue Fund to the County Recorder's Technology Fund, according to Minnesota Statute 357.18, Subd. 4; and

WHEREAS, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$65,516.00 (\$11.00 for each document recorded in the County Recorder's office between January and December of 2013) from the General Revenue Fund to the Unallocated Fund according to Minnesota Statute 357.182, Subd. 7.

THEREFORE, BE IT RESOLVED, that the order of transfer of \$59,560.00 from the General

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA**

**RESOLUTION
011414-006
FINAL PAYMENT
CONTRACT
#20133**

**RESOLUTION
011414-007
RECORDER'S
OFFICE
TRANSFER OF
FUNDS**

<p>Revenue Fund to the County Recorder's Technology Fund and the order of transfer of \$65,516.00 from the General Revenue Fund to the Unallocated Fund is authorized by the Aitkin County Board of Commissioners.</p>	
<p>Bobbie Danielson, Human Resources Manager recognized employees for their years of service – Kirk Peysar, County Auditor with the Auditor's Department, 25 years of service; Marlene Sarff, Social Worker with Health & Human Services Department, 25 years of service.</p>	<p>EMPLOYEE RECOGNITION</p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting to approve Highway Department's 2014 Fee Schedule/Equipment Rates.</p>	<p>2014 FEE SCHEDULE & EQUIPMENT RATES – HIGHWAY DEPT.</p>
<p>Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Eminent Domain Authorization S.P. 001-610-022:</p>	
<p>WHEREAS, plans for S.P. 001-610-022 to construct the 7-mile segment of Aitkin County State-Aid Highway (CSAH) No. 10 from US Hwy 169 to CSAH 3 are being developed as directed by the Aitkin County Board, and</p>	<p>RESOLUTION 011414-008 EMINENT DOMAIN AUTHORIZATION S.P. 001-610-022</p>
<p>WHEREAS, several parcels of right-of-way remain to be acquired before construction of this project can begin, and</p>	
<p>WHEREAS, it is necessary to take immediate possession of these parcels of land in order to prevent loss of funding and further delay of this project.</p>	
<p>NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Attorney is hereby directed to begin condemnation proceedings by quick take on those parcels of S.P. 001-610-022 that have not been acquired.</p>	
<p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve Aitkin County Environmental Services proposed 2014 Food, Beverage and Lodging Fee Schedule. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve Change of License Ownership policy.</p>	<p>ENVIRONMENTAL SERVICES 2014 FBL & CHANGE OF LICENSE OWNERSHIP POLICY</p>
<p>Terry Neff, Environmental Services Director discussed with the Board establishing an Ordinance Committee for the adoption of a new Onsite Sewage Treatment System Ordinance which will meet minimum state requirements. The Board consensus was to move forward as proposed.</p>	<p>SSTS ORDINANCE UPDATE</p>
<p>Tim Terrill, Executive Director Mississippi Headwaters Board introduced himself to the Board and provided an overview of the MHB.</p>	<p>MISSISSIPPI HEADWATERS BOARD</p>
<p>Lori Dowling-Hanson, Northeast Regional Director for MN DNR discussed Strategic Land Asset Management with the Board.</p>	<p>STRATEGIC LAND ASSET MGMT</p>

AITKIN COUNTY BOARD

January 14, 2014

The Board discussed the recruitment process for the County Administrator position and provided direction to Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager. This item will be on the January 28, 2014 County Board agenda for further discussion.

**RECRUITMENT
PROCESS FOR
COUNTY
ADMINISTRATOR**

The Board reported on the following:

**BOARD
DISCUSSION**

Commissioner Brian Napstad

- **NEMOJET**
- **Broadband Presentation**
- **NEWAC**

Commissioner Don Niemi

- **ECRL**

Commissioner Anne Marcotte

- **Broadband Presentation**
- **H&HS Advisory**

Commissioner Marcotte left at 11:27 a.m.

MARCOTTE LEFT

Commissioner Laurie Westerlund

- **Mille Lacs Area Tourism**

Commissioner J. Mark Wedel

- **Airport**
- **LMC**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to adjourn the meeting at 11:46 a.m. until Tuesday, January 28, 2014 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

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



To: Chairperson, Aitkin County Board of Commissioners Date: 01/10/2014

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta

Title of Item:

LG220 – Application for Exempt Permit – The Ruffed Grouse Society/Aitkin Chapter

Requested Meeting Date: 01/28/2014 Estimated Presentation Time: N/A

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

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

ADOPTED January 28, 2014

By Commissioner: xx

012814-0xx

Exempt Permit Form LG220 Ruffed Grouse Society

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Ruffed Grouse Society – Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Date of activity for Raffle – September 11, 2014)

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 28th day of January A.D., 2014, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 28th day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-21-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners
FROM: Patrick Wussow, Aitkin County Administrator
RE: Committee Appointments
DATE: January 21, 2014

There are openings on the following committees:

Forest Advisory:

District 3 – No applicant

Extension Committee:

District 4 – No applicant

East Central Regional Library Board

District 3 – One applicant, Linda Hommes

It is staff's recommendation that the County Board reappoint Linda Hommes to the East Central Regional Library Board. A copy of her application is included for your review.

Staff has advertised twice for the Forest Advisory Committee and Extension Committee openings with no response.

From: Barbara Misselt [<mailto:BMisselt@ECRLIB.ORG>]
Sent: Friday, January 10, 2014 3:07 PM
To: Patrick Wussow (patrick.wussow@co.aitkin.mn.us)
Subject: ECRL Board vacancy

Patrick,

Has the Aitkin County Board made ECRL Board appointment? I believe Commissioner Niemi would have informed you that the position filled by Linda Hommes is up for re-appointment. She is eligible for one more 3 year term. Please let me know?

Thank you.

Barbara

Barbara Misselt, Director
East Central Regional Library (ECRL)
244 South Birch Street, Cambridge MN 55008
Phone: 763-689-7390 x11 FAX: 763-689-7389
<http://www.ecrlib.org> bmisselt@ecrlib.org

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

East Central Regional Library Board

AITKIN COUNTY COMMISSIONER DISTRICT _____

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 have completed my 2nd term on this board and wish to be considered for a 3rd and final term. Currently I am a member of ECRL's Legacy and Personnel Committees on which I serve as Secretary. An avid supporter of the Aitkin library's expansion project, it is my goal to see this project to completion. I am a Blandin Community Leadership Program alumni, Chamber member and have been involved with numerous Aitkin Community groups and activities. I believe my past experience on the ECRL Board is an asset to my qualifications.

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

Linda J. Hommes
Signature of Applicant

Jan. 13, 2014
Date

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

Is this application submitted by appointing authority? Yes _____ No _____

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

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

NAME OF APPLICANT: Linda Jeanne Hommes

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

Extension Committee – Term is for three years

Commissioner District 4 (one opening) – Cities – McGregor, Tamarack
Townships – Clark, Fleming, Haugen, Jevne, McGregor, Morrison, Shamrock, Workman

Responsible for overseeing the County Extension Department. County Extension covers the areas of nutrition and youth leadership development, including the 4-H program. Meetings are held quarterly. Committee members receive a per diem and mileage reimbursement for each meeting. Term runs from January 2014 through December 31, 2016.

Applications are being accepted through January 21, 2014.

To obtain an application please access
<http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the January 28, 2014 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at (218) 927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

Please run this news release in two issues.

NEWS RELEASE

AITKIN COUNTY HAS ONE OPENING ON THE FOLLOWING COMMITTEE:

Aitkin County will be accepting applications through January 21, 2014 for citizen representation on the following committee:

Forest Advisory Committee – 4-year term

District 3 Position:

City - McGrath

Townships – Beaver, Glen, Idun, Kimberly, Lakeside, Lee, Millward North, Millward South, Pliny, Rice River, Salo, Seavey, Spalding, Wagner, White Pine, Williams, Unorg Townships – 47-24, 45-24

Basic Responsibilities are:

- A) Attends and actively participates in regular County Forest Advisory Committee meetings. Meetings are held at least quarterly (no set dates).
- B) Promotes a healthy, productive, and sustainable forest.
- C) Reviews and makes recommendations to the County Board involving timber harvest on Aitkin County lands (and State and private land to the extent feasible); and the classification of Aitkin County administered lands.

Optional Responsibilities are:

- A) Participates in Advisory Committee subcommittees and task forces.
- B) Serve as a Committee officer.
- C) Attends County Board and other meetings.

Committee members receive a per diem and mileage reimbursement for each meeting. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the January 28, 2014 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

DKB1
1/16/14 10:45AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

December Sales + Use Tax

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

DKB1
 1/16/14 10:45AM
 1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
40	DEPT			Auditor		
89991	Bremer Bank					
	01-040-000-0000-5517	O	0.19	Receipt Nbr 1043 12/09/2013		Fees For Services
	01-040-000-0000-5517	O	0.19	Receipt Nbr 1044 12/18/2013		Fees For Services
	01-040-000-0000-5517	O	0.19	Receipt Nbr 1046 12/31/2013		Fees For Services
	01-040-000-0000-5840	O	0.12	Receipt Nbr 1041 12/05/2013		Misc Receipts
	01-040-000-0000-5840	O	0.04	Receipt Nbr 1042 12/06/2013		Misc Receipts
	01-040-000-0000-6405	O	1.00-	December Sales Tax Adjustment		Office & Computer Supplies
	01-040-021-0000-5840	O	0.64	Receipt Nbr 896 12/09/2013		Misc Receipts
	01-040-021-0000-5840	O	0.13	Receipt Nbr 896 12/09/2013		Misc Receipts
	01-040-021-0000-5840	O	0.13	Receipt Nbr 896 12/09/2013		Misc Receipts
89991	Bremer Bank		0.63		9 Transactions	
40	DEPT Total:		0.63	Auditor	1 Vendors	9 Transactions
42	DEPT			Treasurer		
89991	Bremer Bank					
	01-042-000-0000-5840	O	0.13	Receipt Nbr 3211 12/04/2013		Misc Receipts
	01-042-000-0000-5840	O	1.93	Receipt Nbr 3219 12/19/2013		Misc Receipts
	01-042-000-0000-5840	O	0.13	Receipt Nbr 3221 12/20/2013		Misc Receipts
89991	Bremer Bank		2.19		3 Transactions	
42	DEPT Total:		2.19	Treasurer	1 Vendors	3 Transactions
43	DEPT			Assessor		
89991	Bremer Bank					
	01-043-000-0000-6405	O	6.59	Warr Nbr 957 12/05/2013		Office, Film & Computer Supplies
89991	Bremer Bank		6.59		1 Transactions	
43	DEPT Total:		6.59	Assessor	1 Vendors	1 Transactions
49	DEPT			Information Technologies		
89991	Bremer Bank					
	01-049-000-0000-5525	O	3.44	Receipt Nbr 553 12/06/2013		Label & Listing Sales
	01-049-000-0000-6402	O	33.51	Warr Nbr 961 12/19/2013		Computer Supplies & Software
89991	Bremer Bank		36.95		2 Transactions	

DKB1
1/16/14 10:45AM
1 General Fund

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
49	DEPT Total:		36.95	Information Technologies	1 Vendors	2 Transactions
90	DEPT			Attorney		
	89991 Bremer Bank					
	01-090-000-0000-5840	O	0.64	Receipt Nbr 1346 12/02/2013		Misc Receipts
	01-090-000-0000-5840	O	1.93	Receipt Nbr 1347 12/02/2013		Misc Receipts
	01-090-000-0000-5840	O	1.29	Receipt Nbr 1348 12/10/2013		Misc Receipts
	01-090-000-0000-5840	O	0.64	Receipt Nbr 1349 12/11/2013		Misc Receipts
	01-090-000-0000-5840	O	1.29	Receipt Nbr 1350 12/11/2013		Misc Receipts
	01-090-000-0000-5840	O	1.29	Receipt Nbr 1352 12/13/2013		Misc Receipts
	01-090-000-0000-5840	O	0.16	Receipt Nbr 1356 12/17/2013		Misc Receipts
	01-090-000-0000-5840	O	0.64	Receipt Nbr 1357 12/17/2013		Misc Receipts
	01-090-000-0000-6240	O	20.56	Warr Nbr 957 12/05/2013		Dues & Registration Fee
	01-090-000-0000-6406	O	6.40	Warr Nbr 57122 12/20/2013		Law Publ. & Subscriptions
	89991 Bremer Bank		34.84		10 Transactions	
90	DEPT Total:		34.84	Attorney	1 Vendors	10 Transactions
100	DEPT			Recorder		
	89991 Bremer Bank					
	01-100-000-0000-6311	O	85.69	Sales tax on copies- Dec.		Sales Tax
	01-100-000-0000-6312	O	0.31	sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank		86.00		2 Transactions	
100	DEPT Total:		86.00	Recorder	1 Vendors	2 Transactions
110	DEPT			Courthouse Maintenance		
	89991 Bremer Bank					
	01-110-000-0000-6422	O	6.73	Warr Nbr 56799 12/06/2013		Janitorial Supplies
	01-110-000-0000-6422	O	5.55	Warr Nbr 57075 12/20/2013		Janitorial Supplies
	01-110-000-0000-6422	O	27.10	Warr Nbr 57075 12/20/2013		Janitorial Supplies
	89991 Bremer Bank		39.38		3 Transactions	
110	DEPT Total:		39.38	Courthouse Maintenance	1 Vendors	3 Transactions
200	DEPT			Enforcement		
	89991 Bremer Bank					
	01-200-000-0000-6405	O	14.10	Warr Nbr 56815 12/06/2013		Office Supplies

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/16/14 10:45AM
1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
Amount				
01- 200- 000- 0000- 6405	O	8.12	Warr Nbr 56799 12/06/2013	Office Supplies
01- 200- 000- 0000- 6405	O	11.33	Warr Nbr 56912 12/06/2013	Office Supplies
01- 200- 000- 0000- 6405	O	20.56	Warr Nbr 56912 12/06/2013	Office Supplies
01- 200- 000- 0000- 6405	O	10.27	Warr Nbr 56912 12/06/2013	Office Supplies
01- 200- 000- 0000- 6409	O	26.80	Warr Nbr 56912 12/06/2013	Deputy Supplies
01- 200- 000- 0000- 6409	O	2.85	Warr Nbr 56912 12/06/2013	Deputy Supplies
89991 Bremer Bank		94.03	7 Transactions	
200 DEPT Total:		94.03	Enforcement	1 Vendors 7 Transactions
206 DEPT			Forfeitures	
89991 Bremer Bank				
01- 206- 000- 0000- 6409	O	790.81	Warr Nbr 57123 12/20/2013	Forfeiture Supplies
89991 Bremer Bank		790.81	1 Transactions	
206 DEPT Total:		790.81	Forfeitures	1 Vendors 1 Transactions
252 DEPT			Corrections	
89991 Bremer Bank				
01- 252- 000- 0000- 6262	O	2.29	Warr Nbr 957 12/05/2013	Medical Expenses & Supplies - Inmates
01- 252- 000- 0000- 6405	O	8.12	Warr Nbr 56799 12/06/2013	Office & Computer Supplies
01- 252- 252- 0000- 5872	O	103.57	Receipt Nbr 2321 12/20/2013	Phone Card Prisoner Welfare(Taxable)
01- 252- 252- 0000- 5872	O	120.76	Receipt Nbr 2323 12/23/2013	Phone Card Prisoner Welfare(Taxable)
01- 252- 252- 0000- 5885	O	21.60	Receipt Nbr 2308 12/03/2013	Commissary Sales Taxable
89991 Bremer Bank		256.34	5 Transactions	
252 DEPT Total:		256.34	Corrections	1 Vendors 5 Transactions
1 Fund Total:		1,347.76	General Fund	43 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/16/14 10:45AM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
89991	Bremer Bank				
	03-000-000-0000-5855	O	1.93	Receipt Nbr 1769 12/04/2013	Charges- Individuals
	03-000-000-0000-5855	O	1.93	Receipt Nbr 1773 12/10/2013	Charges- Individuals
	03-000-000-0000-5855	O	1.93	Receipt Nbr 1774 12/10/2013	Charges- Individuals
	03-000-000-0000-5855	O	7.72	Receipt Nbr 742 12/18/2013	Charges- Individuals
	03-000-000-0000-5855	O	3.86	Receipt Nbr 743 12/31/2013	Charges- Individuals
	03-000-000-0000-5855	O	0.13	Receipt Nbr 743 12/31/2013	Charges- Individuals
89991	Bremer Bank		17.50	6 Transactions	
0	DEPT Total:		17.50	Undesignated	1 Vendors 6 Transactions
303	DEPT		R&B Highway Maintenance		
8410	Bremer Bank				
	03-303-000-0000-6513	O	2,756.52	December Diesel Tax	Motor Fuel & Lubricants
8410	Bremer Bank		2,756.52	1 Transactions	
89991	Bremer Bank				
	03-303-000-0000-6513	O	207.00	December Use Tax	Motor Fuel & Lubricants
	03-303-000-0000-6523	O	21.02	Warr Nbr 56911 12/06/2013	Misc Bldg & Shop Supplies
89991	Bremer Bank		228.02	2 Transactions	
303	DEPT Total:		2,984.54	R&B Highway Maintenance	2 Vendors 3 Transactions
3	Fund Total:		3,002.04	Road & Bridge	9 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/16/14 10:45AM
5 Health & Human Services

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400	DEPT		Public Health Department		
89991	Bremer Bank				
	05- 400- 430- 0403- 6405	O	29.07	Warr Nbr 957 12/05/2013	Supplies- Computer/Office/Meeting
	05- 400- 430- 0408- 6405	O	1.06	Warr Nbr 961 12/19/2013	Supplies- Computer/Office/Meeting
	05- 400- 430- 0408- 6405	O	11.55	Warr Nbr 961 12/19/2013	Supplies- Computer/Office/Meeting
89991	Bremer Bank		41.68	3 Transactions	
400	DEPT Total:		41.68	Public Health Department	1 Vendors 3 Transactions
5	Fund Total:		41.68	Health & Human Services	3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/16/14 10:45AM
9 State

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
4580	Mn Dept Of Finance				
	09-000-000-0000-2022	0	December Birth		Birth/Death Surcharges
	09-000-000-0000-2022	0	December Death		Birth/Death Surcharges
	09-000-000-0000-2024	0	December Children's		St Share Of Birth Cert.- Children
	09-000-000-0000-2031	0	December Torrens		Real Estate Assurance (Was 5874 And 627
	09-000-000-0000-2036	0	Dec.State General Fund		Recording Surcharges (Was 5871 & 6281)
	09-000-000-0000-2036	0	Dec.State Gen. Fund Surchg		Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance		5,497.00	6 Transactions	
3375	Mn Dept Of Health				
	09-000-000-0000-2027	0	December State Well		State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health		1,062.50	1 Transactions	
0	DEPT Total:		6,559.50	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		6,559.50	State	7 Transactions

DKB1
 1/16/14 10:45AM
 11 Forest Development

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
925	DEPT				
	89991 Bremer Bank				
	11- 925- 000- 0000- 6590	O	130.26		Repair & Maintenance Supplies
	89991 Bremer Bank		130.26	1 Transactions	
925	DEPT Total:		130.26	1 Vendors	1 Transactions
11	Fund Total:		130.26		1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
 1/16/14 10:45AM
 19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521	DEPT		LLCC Administration		
89991	Bremer Bank				
	19- 521- 000- 0000- 5885	0	Receipt Nbr 911 12/17/2013		Commissary Sales Taxable
	19- 521- 000- 0000- 5885	0	Receipt Nbr 913 12/23/2013		Commissary Sales Taxable
89991	Bremer Bank		2 Transactions		
521	DEPT Total:		LLCC Administration	1 Vendors	2 Transactions
19	Fund Total:		Long Lake Conservation Center		2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/16/14 10:45AM
21 Parks

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520 DEPT		Parks		
89991 Bremer Bank				
21- 520- 000- 0000- 5510	O	Receipt Nbr 1765 12/03/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 5510	O	Receipt Nbr 1765 12/03/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 5510	O	Receipt Nbr 1765 12/03/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 5510	O	Receipt Nbr 1765 12/03/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 5510	O	Receipt Nbr 1765 12/03/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 5510	O	Receipt Nbr 1772 12/10/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 5510	O	Receipt Nbr 1775 12/10/2013		Co. Parks Campground Fees
21- 520- 000- 0000- 6406	O	Warr Nbr 961 12/19/2013		Field Supplies
89991 Bremer Bank		83.17	8 Transactions	
520 DEPT Total:		83.17	1 Vendors	8 Transactions
21 Fund Total:		83.17		8 Transactions
Final Total:		11,223.02	19 Vendors	73 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,347.76	General Fund
3	3,002.04	Road & Bridge
5	41.68	Health & Human Services
9	6,559.50	State
11	130.26	Forest Development
19	58.61	Long Lake Conservation Center
21	83.17	Parks
All Funds	11,223.02	Total

Approved by,

.....

.....

DKB1
1/21/14 11:26AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Tax Settlements

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/21/14 11:26AM
12 Agency

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
931	DEPT			Towns		
1010	City Of Aitkin 12- 931- 156- 0000- 2045	0	58,869.09	3rd Tax Settlement		Payable To Village Of Aitkin
1010	City Of Aitkin		58,869.09		1 Transactions	
173	City Of Hill City 12- 931- 157- 0000- 2045	0	8,032.02	3rd Tax Settlement		Payable To Village Of Hill City
173	City Of Hill City		8,032.02		1 Transactions	
1025	City Of McGrath- Treasurer 12- 931- 158- 0000- 2045	0	3,138.61	3rd Tax Settlement		Payable To Village Of McGrath
1025	City Of McGrath- Treasurer		3,138.61		1 Transactions	
175	City Of Mcgregor 12- 931- 159- 0000- 2045	0	9,611.97	3rd Tax Settlement		Payable To Village Of Mcgregor
175	City Of Mcgregor		9,611.97		1 Transactions	
176	City Of Palisade 12- 931- 160- 0000- 2045	0	7,038.14	3rd Tax Settlement		Payable To Village Of Palisade
176	City Of Palisade		7,038.14		1 Transactions	
178	City Of Tamarack 12- 931- 161- 0000- 2045	0	1,723.13	3rd Tax Settlement		Payable To Village Of Tamarack
178	City Of Tamarack		1,723.13		1 Transactions	
7000	Town Of Aitkin Treasurer 12- 931- 101- 0000- 2045	0	14,888.94	3rd Tax Settlement		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer		14,888.94		1 Transactions	
7001	Town Of Ball Bluff Treasurer 12- 931- 102- 0000- 2045	0	6,294.46	3rd Tax Settlement		Payable To Ball Bluff Twp
7001	Town Of Ball Bluff Treasurer		6,294.46		1 Transactions	
7002	Town Of Balsam Treasurer 12- 931- 103- 0000- 2045	0	185.62	3rd Tax Settlement		Payable To Balsam Twp
7002	Town Of Balsam Treasurer		185.62		1 Transactions	
7003	Town Of Beaver Treasurer 12- 931- 104- 0000- 2045	0	1,185.45	3rd Tax Settlement		Payable To Beaver Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/21/14 11:26AM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
7003 Town Of Beaver Treasurer		1,185.45	1 Transactions	
7004 Town Of Clark Treasurer 12- 931- 105- 0000- 2045	0	3,355.86	3rd Tax Settlement	Payable To Clark Twp
7004 Town Of Clark Treasurer		3,355.86	1 Transactions	
7005 Town Of Cornish Treasurer 12- 931- 106- 0000- 2045	0	1,547.57	3rd Tax Settlement	Payable To Cornish Twp
7005 Town Of Cornish Treasurer		1,547.57	1 Transactions	
7006 Town Of Farm Island Treasurer 12- 931- 107- 0000- 2045	0	21,576.58	3rd Tax Settlement	Payable To Farm Island Twp
7006 Town Of Farm Island Treasurer		21,576.58	1 Transactions	
7007 Town Of Fleming Treasurer 12- 931- 108- 0000- 2045	0	9,595.29	3rd Tax Settlement	Payable To Fleming Twp
7007 Town Of Fleming Treasurer		9,595.29	1 Transactions	
7008 Town Of Glen Treasurer 12- 931- 109- 0000- 2045	0	11,738.79	3rd Tax Settlement	Payable To Glen Twp
7008 Town Of Glen Treasurer		11,738.79	1 Transactions	
7009 Town Of Haugen Treasurer 12- 931- 110- 0000- 2045	0	1,766.50	3rd Tax Settlement	Payable To Haugen Twp
7009 Town Of Haugen Treasurer		1,766.50	1 Transactions	
7010 Town Of Hazelton Treasurer 12- 931- 111- 0000- 2045	0	14,481.18	3rd Tax Settlement	Payable To Hazelton Twp
7010 Town Of Hazelton Treasurer		14,481.18	1 Transactions	
4879 Town Of Hill Lake Clerk- Treas 12- 931- 112- 0000- 2045	0	8,971.19	3rd Tax Settlement	Payable To Hill Lake Twp
4879 Town Of Hill Lake Clerk- Treas		8,971.19	1 Transactions	
7011 Town Of Idun Treasurer 12- 931- 113- 0000- 2045	0	3,972.80	3rd Tax Settlement	Payable To Idun Twp
7011 Town Of Idun Treasurer		3,972.80	1 Transactions	
7012 Town Of Jevne Treasurer				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKBI
1/21/14 11:26AM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7012 Town Of Jevne Treasurer 12- 931- 114- 0000- 2045	O	3,937.53	3rd Tax Settlement	Payable To Jevne Twp
		3,937.53	1 Transactions	
7013 Town Of Kimberly Treasurer 12- 931- 115- 0000- 2045	O	10,341.12	3rd Tax Settlement	Payable To Kimberly Twp
7013 Town Of Kimberly Treasurer		10,341.12	1 Transactions	
7014 Town Of Lakeside Treasurer 12- 931- 116- 0000- 2045	O	15,440.01	3rd Tax Settlement	Payable To Lakeside Twp
7014 Town Of Lakeside Treasurer		15,440.01	1 Transactions	
7015 Town Of Lee Treasurer 12- 931- 117- 0000- 2045	O	1,136.40	3rd Tax Settlement	Payable To Lee Twp
7015 Town Of Lee Treasurer		1,136.40	1 Transactions	
7016 Town Of Libby Treasurer 12- 931- 118- 0000- 2045	O	1,505.29	3rd Tax Settlement	Payable To Libby Twp
7016 Town Of Libby Treasurer		1,505.29	1 Transactions	
7017 Town Of Logan Treasurer 12- 931- 119- 0000- 2045	O	6,973.71	3rd Tax Settlement	Payable To Logan Twp
7017 Town Of Logan Treasurer		6,973.71	1 Transactions	
7018 Town Of Macville Treasurer 12- 931- 120- 0000- 2045	O	1,059.27	3rd Tax Settlement	Payable To Macville Twp
7018 Town Of Macville Treasurer		1,059.27	1 Transactions	
7019 Town Of Malmo Treasurer 12- 931- 121- 0000- 2045	O	7,755.71	3rd Tax Settlement	Payable To Malmo Twp
7019 Town Of Malmo Treasurer		7,755.71	1 Transactions	
7020 Town Of Mcgregor - Treasurer 12- 931- 122- 0000- 2045	O	247.88	3rd Tax Settlement	Payable To Mcgregor Twp
7020 Town Of Mcgregor - Treasurer		247.88	1 Transactions	
7021 Town Of Millward Treasurer 12- 931- 141- 0000- 2045	O	1,878.84	3rd Tax Settlement	Payable To Millward Twp
7021 Town Of Millward Treasurer		1,878.84	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/21/14 11:26AM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
7022 Town Of Morrison Treasurer 12- 931- 123- 0000- 2045	0	6,623.39	3rd Tax Settlement	Payable To Morrison Twp
7022 Town Of Morrison Treasurer		6,623.39	1 Transactions	
7023 Town Of Nordland Treasurer 12- 931- 124- 0000- 2045	0	23,513.70	3rd Tax Settlement	Payable To Nordland Twp
7023 Town Of Nordland Treasurer		23,513.70	1 Transactions	
7024 Town Of Pliny Treasurer 12- 931- 125- 0000- 2045	0	1,373.29	3rd Tax Settlement	Payable To Pliny Twp
7024 Town Of Pliny Treasurer		1,373.29	1 Transactions	
7025 Town Of Rice River Treasurer 12- 931- 126- 0000- 2045	0	4,546.23	3rd Tax Settlement	Payable To Rice River Twp
7025 Town Of Rice River Treasurer		4,546.23	1 Transactions	
7026 Town Of Salo Treasurer 12- 931- 127- 0000- 2045	0	1,578.22	3rd Tax Settlement	Payable To Salo Twp
7026 Town Of Salo Treasurer		1,578.22	1 Transactions	
7027 Town Of Seavey Treasurer 12- 931- 128- 0000- 2045	0	1,516.36	3rd Tax Settlement	Payable To Seavey Twp
7027 Town Of Seavey Treasurer		1,516.36	1 Transactions	
7028 Town Of Shamrock Treasurer 12- 931- 129- 0000- 2045	0	15,112.83	3rd Tax Settlement	Payable To Shamrock Twp
7028 Town Of Shamrock Treasurer		15,112.83	1 Transactions	
7029 Town Of Spalding Treasurer 12- 931- 130- 0000- 2045	0	2,471.36	3rd Tax Settlement	Payable To Spalding Twp
7029 Town Of Spalding Treasurer		2,471.36	1 Transactions	
7030 Town Of Spencer Treasurer 12- 931- 131- 0000- 2045	0	15,034.34	3rd Tax Settlement	Payable To Spencer Twp
7030 Town Of Spencer Treasurer		15,034.34	1 Transactions	
7031 Town Of Turner Treasurer 12- 931- 132- 0000- 2045	0	2,860.35	3rd Tax Settlement	Payable To Turner Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/21/14 11:26AM
12 Agency

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
7031	Town Of Turner Treasurer			1 Transactions	
	Amount				
	2,860.35				
7032	Town Of Verdon Treasurer				
	12- 931- 133- 0000- 2045	0	3rd Tax Settlement		Payable To Verdon Twp
7032	Town Of Verdon Treasurer			1 Transactions	
	Amount				
	1,697.10				
7032	Town Of Verdon Treasurer				
	12- 931- 134- 0000- 2045	0	3rd Tax Settlement		Payable To Wagner Twp
7033	Town Of Wagner Treasurer			1 Transactions	
	Amount				
	3,593.82				
7033	Town Of Wagner Treasurer				
	12- 931- 135- 0000- 2045	0	3rd Tax Settlement		Payable To Waukenabo Twp
7034	Town Of Waukenabo Treasurer			1 Transactions	
	Amount				
	6,046.82				
7034	Town Of Waukenabo Treasurer				
	12- 931- 136- 0000- 2045	0	3rd Tax Settlement		Payable To Wealthwood Twp
7035	Town Of Wealthwood Treasurer			1 Transactions	
	Amount				
	5,759.40				
7035	Town Of Wealthwood Treasurer				
	12- 931- 137- 0000- 2045	0	3rd Tax Settlement		Payable To White Pine Twp
7036	Town Of White Pine Treasurer			1 Transactions	
	Amount				
	222.24				
7036	Town Of White Pine Treasurer				
	12- 931- 138- 0000- 2045	0	3rd Tax Settlement		Payable To Williams Twp
7037	Town Of Williams Treasurer			1 Transactions	
	Amount				
	3,097.22				
7037	Town Of Williams Treasurer				
	12- 931- 139- 0000- 2045	0	3rd Tax Settlement		Payable To Workman Twp
7038	Town Of Workman Treasurer			1 Transactions	
	Amount				
	4,300.39				
7038	Town Of Workman Treasurer				
	DEPT Total:		Towns	46 Vendors	46 Transactions
	Amount				
	337,596.01				
932	DEPT		Schools		
	393 Isd 1 Aitkin- Treasurer				
	12- 932- 000- 0000- 6801	0	3rd Tax Settlement		Appropriations
	Amount				
	67,751.73				
	393 Isd 1 Aitkin- Treasurer			1 Transactions	
	Amount				
	67,751.73				
	1985 Isd 182 Crosby- Treasurer				
	12- 932- 000- 0000- 6801	0	3rd Tax Settlement		Appropriations
	Amount				
	20.46				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/21/14 11:26AM
12 Agency

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
1985	Isd 182 Crosby- Treasurer			20.46	1 Transactions
392	Isd 2 Hill City- Treasurer				
	12- 932- 000- 0000- 6801	0	30,031.14	3rd Tax Settlement	Appropriations
392	Isd 2 Hill City- Treasurer			30,031.14	1 Transactions
1983	Isd 2165 Hinckley Finlayson- Treasurer				
	12- 932- 000- 0000- 6801	0	7,987.72	3rd Tax Settlement	Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer			7,987.72	1 Transactions
1979	Isd 2580 East Central- Treasurer				
	12- 932- 000- 0000- 6801	0	1,768.15	3rd Tax Settlement	Appropriations
1979	Isd 2580 East Central- Treasurer			1,768.15	1 Transactions
395	ISD 4 McGregor- Treasurer				
	12- 932- 000- 0000- 6801	0	57,466.46	3rd Tax Settlement	Appropriations
395	ISD 4 McGregor- Treasurer			57,466.46	1 Transactions
1982	Isd 473 Isle- Treasurer				
	12- 932- 000- 0000- 6801	0	15,338.99	3rd Tax Settlement	Appropriations
1982	Isd 473 Isle- Treasurer			15,338.99	1 Transactions
1981	Isd 577 Willow River- Treasurer				
	12- 932- 000- 0000- 6801	0	1,401.77	3rd Tax Settlement	Appropriations
1981	Isd 577 Willow River- Treasurer			1,401.77	1 Transactions
394	Isd 698 Floodwood- Treasurer				
	12- 932- 000- 0000- 6801	0	673.81	3rd Tax Settlement	Appropriations
394	Isd 698 Floodwood- Treasurer			673.81	1 Transactions
1984	Isd 95 Cromwell- Wright- Treasurer				
	12- 932- 000- 0000- 6801	0	173.37	3rd Tax Settlement	Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer			173.37	1 Transactions
932	DEPT Total:		182,613.60	Schools	10 Vendors 10 Transactions
12	Fund Total:		520,209.61	Agency	56 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1
1/21/14 11:26AM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		520,209.61	56 Vendors	56 Transactions

DKB1
1/21/14

11:26AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	520,209.61	Agency
	All Funds	520,209.61	Total

Approved by,

.....

.....

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
8175	Centurylink 01-001-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45	1 Transactions		
2386	Information Systems Corp 01-001-000-0000-6625		86.71	adapter,USB cable,power cord	6129	Office Equipment
2386	Information Systems Corp		86.71	1 Transactions		
10200	Marcotte/Anne Marie 01-001-000-0000-6330		134.40	January Mileage	240@.56	Transportation & Travel & Parking
10200	Marcotte/Anne Marie		134.40	1 Transactions		
9048	Napstad/Brian 01-001-000-0000-6330		262.08	January Mileage	468@.56	Transportation & Travel & Parking
9048	Napstad/Brian		262.08	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250	P	31.03	Cell Phone 12/07/2013 01/07/2014	28628780200001	Telephone
	01-001-000-0000-6250	P	26.02	Mifi - Commissioner 12/05/2013 01/04/2014	78666388100002	Telephone
	01-001-000-0000-6250	P	26.02	iPad Commissioner 12/05/2013 01/04/2014	78666388100002	Telephone
6097	Verizon Wireless		83.07	3 Transactions		
1	DEPT Total:		573.71	Commissioners	5 Vendors	7 Transactions
12	DEPT			Court Administration		
11721	Austad/Erica 01-012-000-0000-6232	P	246.00	Attorney fees	01JV-13-57	Attorney Services
11721	Austad/Erica		246.00	1 Transactions		
8175	Centurylink 01-012-000-0000-6250		119.22	LOCAL PHONE Q1	313645966	Telephone
8175	Centurylink		119.22	1 Transactions		
10185	Centurylink Communications Inc 01-012-000-0000-6250		37.87	LD Phone Q1	320146217	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10185	Centurylink Communications Inc		37.87		1 Transactions	
10138	Frey Law Offices, Ltd					
	01-012-000-0000-6232	P	15.00	Attorney fees 01FA-08-478	1282	Attorney Services
	01-012-000-0000-6232	P	75.00	Attorney fees 01JV-12-1229	1284	Attorney Services
10138	Frey Law Offices, Ltd		90.00		2 Transactions	
2810	Larson/Shari S					
	01-012-000-0000-6232	P	462.50	Attorney fees	01-FA-13-824	Attorney Services
	01-012-000-0000-6232	P	175.00	Attorney fees	01PR131084/85	Attorney Services
	01-012-000-0000-6232	P	31.64	Attorney Mileage	01PR131084/85	Attorney Services
2810	Larson/Shari S		669.14		3 Transactions	
3699	O'Hara Jr., Ltd./William D.					
	01-012-000-0000-6232	P	90.00	Attorney fees P5-95-464	18403	Attorney Services
3699	O'Hara Jr., Ltd./William D.		90.00		1 Transactions	
5176	Wetzel Law Firm					
	01-012-000-0000-6232	P	330.00	Atty fees 01PX-99-99	2014-0015	Attorney Services
5176	Wetzel Law Firm		330.00		1 Transactions	
12	DEPT Total:		1,582.23	Court Administration	7 Vendors	10 Transactions
40	DEPT			Auditor		
208	American Solutions For Business					
	01-040-000-0000-6405		106.21	1099 Forms	01653273	Office & Computer Supplies
	01-040-000-0000-6405		90.07	8 5/8 tinted window envelopes	01661807	Office & Computer Supplies
208	American Solutions For Business		196.28		2 Transactions	
783	Canon Financial Services, Inc					
	01-040-000-0000-6231		235.38	Copier contract charge 026	13434725	Services, Labor, Contracts
783	Canon Financial Services, Inc		235.38		1 Transactions	
8175	Centurylink					
	01-040-000-0000-6250		52.16	LOCAL PHONE	313645966	Telephone
	01-040-021-0000-6250		309.98	LOCAL PHONE	314154028	License Center-Phone
8175	Centurylink		362.14		2 Transactions	
10185	Centurylink Communications Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
	01-040-000-0000-6250		12.76	LD Phone	320146217 Telephone
10185	Centurylink Communications Inc		12.76	1 Transactions	
1457	CPS Technology Solutions, Inc				
	01-040-000-0000-6231		60.50	February Maintenance	365019 Services, Labor, Contracts
	01-040-000-0000-6231		26.40	February Maintenance	365019 Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		86.90	2 Transactions	
3255	Mn Counties Intergovernmental Trust				
	01-040-000-0000-6352		31.51	EDP INCR Final Premium	1100104 Insurance
3255	Mn Counties Intergovernmental Trust		31.51	1 Transactions	
86235	The Office Shop Inc				
	01-040-000-0000-6405	P	198.51	Final billing Canon IR5000	268868-0 Office & Computer Supplies
	01-040-000-0000-6405		172.75	Tax book binders	951447-1 Office & Computer Supplies
86235	The Office Shop Inc		371.26	2 Transactions	
40	DEPT Total:		1,296.23	Auditor	7 Vendors 11 Transactions
42	DEPT			Treasurer	
8175	Centurylink				
	01-042-000-0000-6250		29.80	LOCAL PHONE	313645966 Telephone
8175	Centurylink		29.80	1 Transactions	
10185	Centurylink Communications Inc				
	01-042-000-0000-6250		5.76	LD Phone	320146217 Telephone
10185	Centurylink Communications Inc		5.76	1 Transactions	
4173	Grams/Lori				
	01-042-000-0000-6332		452.52	Hotels conference Bloomington	Hotel / Motel Lodging
	01-042-000-0000-6340		48.39	Conference meals	Meals (Overnight)
	01-042-000-0000-6330		147.84	Mileage Conference Bloomington	264@.56 Transportation & Travel
4173	Grams/Lori		648.75	3 Transactions	
2966	MACO				
	01-042-000-0000-6231		750.00	2014 MOMS maint. fee	152 Services, Labor, Contracts
2966	MACO		750.00	1 Transactions	
86235	The Office Shop Inc				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-042-000-0000-6405		Moistener, tape	270063-0	Office & Computer Supplies
86235	The Office Shop Inc				
		9.37			
		9.37			
42	DEPT Total:	1,443.68	Treasurer	5 Vendors	7 Transactions
43	DEPT		Assessor		
8175	Centurylink				
	01-043-000-0000-6250	81.96	LOCAL PHONE	313645966	Telephone
8175	Centurylink	81.96			
			1 Transactions		
10185	Centurylink Communications Inc				
	01-043-000-0000-6250	22.08	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc	22.08			
			1 Transactions		
1457	CPS Technology Solutions, Inc				
	01-043-000-0000-6231	46.20	February Maintenance	365019	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc	46.20			
			1 Transactions		
43	DEPT Total:	150.24	Assessor	3 Vendors	3 Transactions
44	DEPT		Central Services		
783	Canon Financial Services, Inc				
	01-044-000-0000-6231	350.60	Copier contract charge 019	13434722	Services, Labor, Contracts
783	Canon Financial Services, Inc	350.60			
			1 Transactions		
10185	Centurylink Communications Inc				
	01-044-000-0000-6250	0.99	LD Phone	320146217	Telephone
	01-044-000-0000-6250	0.46	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc	1.45			
			2 Transactions		
1914	Geocomm,Inc				
	01-044-000-0000-6600	10,890.00	Radio Consulting ARMER	31935	Capital Outlay
1914	Geocomm,Inc	10,890.00			
			1 Transactions		
3455	Motorola Inc				
	01-044-000-0000-6600	143,287.80	milestone 2-60% of contract	41190052	Capital Outlay
	01-044-000-0000-6600	11,940.65	milestone 3-5% of contract	41190053	Capital Outlay
	01-044-000-0000-6600	11,940.65	milestone 4-5% of contract	41190055	Capital Outlay

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-044-000-0000-6600		22,489.51	milestone 5-5% of contract	41190057	Capital Outlay
3455	Motorola Inc		189,658.61	4 Transactions		
3336	Office Of Enterprise Technology 01-044-000-0000-6231	P	1,300.00	December 13 usage	DV13120347	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1,300.00	1 Transactions		
11585	Olson/Jackie J. 01-044-000-0000-6829		55,000.00	pt NWofSW 23-48-24		Right of Way Purchase
11585	Olson/Jackie J.		55,000.00	1 Transactions		
11590	Safetycare,Inc 01-044-000-0000-6208		395.00	Montie Safety Training	35453	In Service Training/Education
11590	Safetycare,Inc		395.00	1 Transactions		
44	DEPT Total:		257,595.66	Central Services	7 Vendors	11 Transactions
49	DEPT			Information Technologies		
8175	Centurylink 01-049-000-0000-6250		37.26	LOCAL PHONE	313645966	Telephone
8175	Centurylink		37.26	1 Transactions		
10185	Centurylink Communications Inc 01-049-000-0000-6250		5.34	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		5.34	1 Transactions		
9126	MNCITLA 01-049-000-0000-6208		250.00	Membership Renewal	Steve Bennett	Training/Education
9126	MNCITLA		250.00	1 Transactions		
86235	The Office Shop Inc 01-049-000-0000-6405		5.99	Battery	2669919-0	Office Supplies (Non Computer)
	01-049-000-0000-6405		17.89	Clock	952036-0	Office Supplies (Non Computer)
86235	The Office Shop Inc		23.88	2 Transactions		
6097	Verizon Wireless 01-049-000-0000-6231		26.02	Renewal	38669511000002	Programming, Services, Contracts
				01/02/2014 02/01/2014		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6097	Verizon Wireless		26.02		1 Transactions	
49	DEPT Total:		342.50	Information Technologies	5 Vendors	6 Transactions
52	DEPT			Administration/Personnel Dept		
8175	Centurylink 01-052-000-0000-6250		44.71	LOCAL PHONE	313645966	Telephone
8175	Centurylink		44.71		1 Transactions	
10185	Centurylink Communications Inc 01-052-000-0000-6250		13.42	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		13.42		1 Transactions	
2946	Madden Galanter Hansen,LLP 01-052-000-0000-6232	P	156.00	Labor Relation Services 12/01/2013 12/31/2013		Attorney Services
	01-052-000-0000-6232	P	2.10	Long Distance - Labor Relat.		Attorney Services
2946	Madden Galanter Hansen,LLP		158.10		2 Transactions	
6097	Verizon Wireless 01-052-000-0000-6250	P	31.03	Cell Phone 12/07/2013 01/06/2014	28628780200001	Telephone
	01-052-000-0000-6250	P	26.02	Mifi Co Administrator 12/05/2013 01/04/2014	78666388100002	Telephone
6097	Verizon Wireless		57.05		2 Transactions	
10294	Wussow/Patrick 01-052-000-0000-6330		16.80	Mileage - Glen 1/12/14	30@.56	Transportation & Travel & Parking
	01-052-000-0000-6330		19.60	Mileage - Glen 1/10/14	35@.56	Transportation & Travel & Parking
10294	Wussow/Patrick		36.40		2 Transactions	
52	DEPT Total:		309.68	Administration/Personnel Dept	5 Vendors	8 Transactions
60	DEPT			Elections		
11051	Department of Human Services 01-060-000-0000-6405		151.04	Postage - voter cards	A300IC01130I	Office & Computer Supplies
11051	Department of Human Services		151.04		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
60	DEPT Total:		151.04	Elections	1 Vendors	1 Transactions
90	DEPT			Attorney		
8175	Centurylink 01-090-000-0000-6250		67.06	LOCAL PHONE	313645966	Telephone
8175	Centurylink		67.06		1 Transactions	
10185	Centurylink Communications Inc 01-090-000-0000-6250		22.32	LD Phone	320146217	Telephone
	01-090-000-0000-6250		1.26	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		23.58		2 Transactions	
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234		75.00	Subpoena-14000037	32	Co Sheriff Services
	01-090-000-0000-6234		75.00	Summons & complaint	33	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		150.00		2 Transactions	
3017	Mariposa Publishing 01-090-000-0000-6406		66.26	2014 MN Atty/Secy Update	IN703590	Law Publ. & Subscriptions
3017	Mariposa Publishing		66.26		1 Transactions	
6039	Motherway/Michele 01-090-000-0000-6240		20.00	Notary Stamp Registration		Dues & Registration Fee
6039	Motherway/Michele		20.00		1 Transactions	
4036	Ratz/James 01-090-000-0000-6333	P	61.02	Mileage Grand Rapids - Cheney 12/31/2013 12/31/2013	108@.565	Crt.Related Travel Expenses
4036	Ratz/James		61.02		1 Transactions	
90	DEPT Total:		387.92	Attorney	6 Vendors	8 Transactions
100	DEPT			Recorder		
8175	Centurylink 01-100-000-0000-6250		22.35	LOCAL PHONE	313645966	Telephone
8175	Centurylink		22.35		1 Transactions	
10185	Centurylink Communications Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
	01-100-000-0000-6250		9.38	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		9.38			
	01-100-000-0000-6301		95.00	Safe Deposit Box rent	3775	Rentals
	01-100-000-0000-6301		140.00	Safe Deposit Box rent	4889	Rentals
9897	Grand Timber Bank		235.00			
	01-100-000-0000-6405		51.59	Envelopes	01QD7401	Office & Computer Supplies
4233	S & T Office Products Inc		51.59			
100	DEPT Total:		318.32	Recorder	4 Vendors	5 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services		45.93	Tissue, towels, soap, mop	2200470185	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		45.93			
	01-110-000-0000-6250		14.90	LOCAL PHONE	313645966	Phone
8175	Centurylink		14.90			
10185	Centurylink Communications Inc		2.67	LD Phone	320146217	Phone
10185	Centurylink Communications Inc		2.67			
	01-110-000-0000-6231	P	119.60	Switches in basement	20633	Services, Labor, Contracts
	01-110-000-0000-6231	P	99.56	Ballast & sockets Recorder's	21015	Services, Labor, Contracts
1491	Dutch's Electric, Inc		219.16			
	01-110-000-0000-6590		970.50	Repair heaters, bathroom/offic	6891	Repair & Maintenance
1598	Ferrara's Htg Air Cond & Refrig Inc		970.50			
2186	Hillyard Inc - Kansas City		421.04	Cleaner, towels, liners etc	600987195	Janitorial Supplies
	01-110-000-0000-6422					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2186	Hillyard Inc - Kansas City		421.04		1 Transactions	
3255	Mn Counties Intergovernmental Trust 01-110-000-0000-6352		15.07	JD Lawn Tractor #79	1100104	Insurance
3255	Mn Counties Intergovernmental Trust		15.07		1 Transactions	
4010	Rasley Oil Company 01-110-000-0000-6511		31.69	Fuel #445	29016	Gas And Oil
4010	Rasley Oil Company		31.69		1 Transactions	
6097	Verizon Wireless 01-110-000-0000-6250	P	31.53	Cell Phone 12/07/2013	28628780200001	Phone
6097	Verizon Wireless		31.53		01/06/2014 1 Transactions	
110	DEPT Total:		1,752.49	Courthouse Maintenance	9 Vendors	10 Transactions
111	DEPT			Buildings		
1491	Dutch's Electric, Inc 01-111-000-0000-6605	P	1,555.00	Heat in bathrooms	21600	Building & Structures
1491	Dutch's Electric, Inc		1,555.00		1 Transactions	
111	DEPT Total:		1,555.00	Buildings	1 Vendors	1 Transactions
120	DEPT			Service Officer		
8175	Centurylink 01-120-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45		1 Transactions	
10185	Centurylink Communications Inc 01-120-000-0000-6250		13.24	LD Phone	320146217	Telephone
	01-120-000-0000-6250		3.62	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		16.86		2 Transactions	
4641	Holiday Credit Office 01-120-000-0000-6511	P	389.43	December Gas, Vet's van	1400000136034	Gas And Oil
4641	Holiday Credit Office		389.43		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
120	DEPT Total:		413.74	Service Officer	3 Vendors	4 Transactions
122	DEPT			Planning & Zoning		
8175	Centurylink 01-122-000-0000-6250		52.16	LOCAL PHONE	313645966	Telephone
8175	Centurylink		52.16		1 Transactions	
10185	Centurylink Communications Inc 01-122-000-0000-6250		13.36	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		13.36		1 Transactions	
122	DEPT Total:		65.52	Planning & Zoning	2 Vendors	2 Transactions
200	DEPT			Enforcement		
11960	ASAP Towing 01-200-000-0000-6359		100.00	Tow Dodge Durango 14-0133	2168	Wrecker Service
	01-200-000-0000-6359		88.75	Tow Chrysler 14-0222	2178	Wrecker Service
11960	ASAP Towing		188.75		2 Transactions	
86467	Auto Value Aitkin 01-200-000-0000-6405		7.98	Radar mount adhesive	40039803	Office Supplies
86467	Auto Value Aitkin		7.98		1 Transactions	
10442	Bureau Of Crim.Apprehension 01-200-039-0000-6425	P	580.00	New & renewals	01-000039	Gun Permit Expenses
10442	Bureau Of Crim.Apprehension		580.00		1 Transactions	
8175	Centurylink 01-200-000-0000-6250		193.73	LOCAL PHONE	313645966	Telephone
	01-200-000-0000-6250		59.61	LOCAL PHONE-PROBATION	313645966	Telephone
8175	Centurylink		253.34		2 Transactions	
10185	Centurylink Communications Inc 01-200-000-0000-6250		55.74	LD Phone-PROBATION	320146217	Telephone
	01-200-000-0000-6250		68.38	LD Phone	320146217	Telephone
	01-200-000-0000-6250		9.01	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		133.13		3 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
964	Chief Supply Corp 01-200-000-0000-6405		73.70	Batteries	374107	Office Supplies
964	Chief Supply Corp		73.70	1 Transactions		
3494	Everson/Richard 01-200-003-0000-6330		198.72	mileage-phone forensics	432@.46	Transportation & Travel & Parking
	01-200-003-0000-6340		66.05	meals-phone forensics 01/12/2014 01/17/2014	coon rapids	Meals
3494	Everson/Richard		264.77	2 Transactions		
8156	Hibbing Community College 01-200-003-0000-6241		3,600.00	ARLET membership 18 officers	78280	Registration Fee
8156	Hibbing Community College		3,600.00	1 Transactions		
5756	KEEPRS, Inc 01-200-000-0000-6410		124.14	Uniform shirts #220	232421-01	Clothing Allowance
5756	KEEPRS, Inc		124.14	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302	P	552.85	Tires #225	15680	Car Maintenance
	01-200-000-0000-6302		55.32	Oil Change #221	16268	Car Maintenance
	01-200-000-0000-6302		49.29	Oil Change #212	16321	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		657.46	3 Transactions		
3100	McGregor Oil 01-200-000-0000-6511	P	74.14	Gas #220	AITKINSH	Gas And Oil
3100	McGregor Oil		74.14	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 01-200-000-0000-6254	P	88.81	Fleming Tower 12/01/2013 01/04/2014	27-13-003-02	Utilities
	01-200-000-0000-6254	P	228.33	Shelter/tower 12/01/2013 01/04/2014	34-54-015-01	Utilities
	01-200-000-0000-6254	P	12.51	Seavey Tower 12/01/2013 01/04/2014	55-21-002-01	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		329.65	3 Transactions		
3371	Minnesota Sheriffs' Association 01-200-003-0000-6241	P	280.00	MSA Winter Conf Reg-Turner	038320	Registration Fee

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3371	Minnesota Sheriffs' Association		280.00		1 Transactions	
4010	Rasley Oil Company 01-200-000-0000-6511	P	124.50	December Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		124.50		1 Transactions	
4233	S & T Office Products Inc 01-200-000-0000-6405		49.95	Office supplies	01QD9709	Office Supplies
	01-200-000-0000-6405		15.92	Office supplies	01QE0451	Office Supplies
4233	S & T Office Products Inc		65.87		2 Transactions	
6128	Tire Barn 01-200-000-0000-6302		79.94	Oil change, rotate tires #219	26553	Car Maintenance
6128	Tire Barn		79.94		1 Transactions	
4930	Uniforms Unlimited Inc 01-200-000-0000-6409		198.25	Taser Mags	190252	Deputy Supplies
4930	Uniforms Unlimited Inc		198.25		1 Transactions	
6097	Verizon Wireless 01-200-000-0000-6250	P	627.24	Cell Phone 12/11/2013 01/10/2014	28609041200001	Telephone
	01-200-000-0000-6250	P	260.28	Cellular Squad connections 12/05/2013 01/04/2014	78666388100001	Telephone
6097	Verizon Wireless		887.52		2 Transactions	
5066	Visa 01-200-003-0000-6241	P	135.00	Reg fee-mental health trng	C.Cook	Registration Fee
	01-200-000-0000-6405		89.21	fingerpint readers	Fulcrum	Office Supplies
5066	Visa		224.21		2 Transactions	
200	DEPT Total:		8,147.35	Enforcement	19 Vendors	31 Transactions
203	DEPT			Snowmobile		
6049	Farm Island Repair & Marine 01-203-000-0000-6231	P	743.91	Repair welds on air boat	46837	Services, Labor, Contracts
6049	Farm Island Repair & Marine		743.91		1 Transactions	
6097	Verizon Wireless					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-203-000-0000-6250	P	50.42	Cell Phone	Telephone
			28609041200001	
6097 Verizon Wireless		50.42	12/11/2013 01/10/2014	1 Transactions
203 DEPT Total:		794.33	Snowmobile	2 Vendors 2 Transactions
204 DEPT			ATV	
6049 Farm Island Repair & Marine				
01-204-000-0000-6231	P	623.41	Repair Yamaha Rhino	Services, Labor, Contracts
6049 Farm Island Repair & Marine		623.41	1 Transactions	
204 DEPT Total:		623.41	ATV	1 Vendors 1 Transactions
206 DEPT			Forfeitures	
86359 Aitkin Co Attorney				
01-206-000-0000-6409		96.13	20% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		110.20	20% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		86.20	20% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		75.20	20% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		149.40	20% Administrative Forfeiture	Forfeiture Supplies
86359 Aitkin Co Attorney		517.13	5 Transactions	
9429 State Treasurer's Office General Acct.				
01-206-000-0000-6409		48.07	10% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		55.10	10% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		43.10	10% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		37.60	10% Administrative Forfeiture	Forfeiture Supplies
01-206-000-0000-6409		74.70	10% Administrative Forfeiture	Forfeiture Supplies
9429 State Treasurer's Office General Acct.		258.57	5 Transactions	
5066 Visa				
01-206-000-0000-6409	P	610.48	dog kennel supplies	FleetFarm Forfeiture Supplies
5066 Visa		610.48	1 Transactions	
206 DEPT Total:		1,386.18	Forfeitures	3 Vendors 11 Transactions
252 DEPT			Corrections	
783 Canon Financial Services, Inc				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-252-000-0000-6231			103.50	Dispatch copier lease 016	13434719	Services & Labor (Incl Contracts)
783	Canon Financial Services, Inc			103.50	1 Transactions		
8175	Centurylink						
	01-252-000-0000-6250			119.22	LOCAL PHONE	313645966	Telephone
8175	Centurylink			119.22	1 Transactions		
10185	Centurylink Communications Inc						
	01-252-000-0000-6250			69.81	LD Phone	320146217	Telephone
	01-252-000-0000-6250			9.01	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc			78.82	2 Transactions		
964	Chief Supply Corp						
	01-252-000-0000-6405			73.69	Batteries	374107	Office & Computer Supplies
964	Chief Supply Corp			73.69	1 Transactions		
88628	Dalco						
	01-252-000-0000-6422			178.69	Paper products for jail	2695969	Janitorial Supplies
88628	Dalco			178.69	1 Transactions		
1491	Dutch's Electric, Inc						
	01-252-000-0000-6590	P		105.73	Lighted switches basement	20656	Repair & Maintenance Supplies
1491	Dutch's Electric, Inc			105.73	1 Transactions		
1570	Erickson Oil Products Inc						
	01-252-003-0000-6330	P		14.61	Gas	9334	School Tran & Travel & Parking
1570	Erickson Oil Products Inc			14.61	1 Transactions		
2186	Hillyard Inc - Kansas City						
	01-252-000-0000-6422			1,234.55	Janitorial	600987236	Janitorial Supplies
	01-252-000-0000-6422			67.08	Vac Bags	600987237	Janitorial Supplies
	01-252-000-0000-6422			376.77	Janitorial	700115285	Janitorial Supplies
2186	Hillyard Inc - Kansas City			1,678.40	3 Transactions		
91187	Lake Country Power						
	01-252-000-0000-6254	P		113.84	Quadna Tower	1501827050	Utilities & Heating
					12/02/2013	01/03/2014	
91187	Lake Country Power			113.84	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418 01-252-000-0000-6418		162.50 99.94	Groceries Groceries	010024400921 010024401613	Groceries Groceries
3789	Pan-O-Gold Baking Company		262.44	2 Transactions		
11538	RCB Collections Range Credit Bureau Inc 01-252-000-0000-6231		15.13	Credit reports (empty backgrd)		Services & Labor (Incl Contracts)
11538	RCB Collections Range Credit Bureau Inc		15.13	1 Transactions		
84172	Riverwood Healthcare Center 01-252-000-0000-6262	P	1,580.00	Nurse visits	ACS	Medical Expenses & Supplies - Inmates
84172	Riverwood Healthcare Center		1,580.00	1 Transactions		
5774	Riverwood Healthcare Clinic 01-252-000-0000-6272 01-252-000-0000-6262	P P	200.00 437.14	Pre-employment physical Janet Larson Services 06/20/2013 10/24/2013	73250-JAN 14 Dec13	Physical Examinations Medical Expenses & Supplies - Inmates
5774	Riverwood Healthcare Clinic		637.14	2 Transactions		
4233	S & T Office Products Inc 01-252-000-0000-6405 01-252-000-0000-6405		49.95 15.92	Office supplies Office supplies	01QD9709 01QE0451	Office & Computer Supplies Office & Computer Supplies
4233	S & T Office Products Inc		65.87	2 Transactions		
4681	Streichers 01-252-000-0000-6410		3.00	Clutchbacks for name plate	I1068494	Clothing Allowance
4681	Streichers		3.00	1 Transactions		
4761	Sysco Minnesota Inc 01-252-252-0000-6405 01-252-000-0000-6418 01-252-000-0000-6420 01-252-000-0000-6418		15.00 1,620.02 53.30 2,351.63	Bags Groceries Apron Groceries	401020432 401090158 401091435 401160149	Prisoner Welfare Groceries Kitchen Supplies Groceries
4761	Sysco Minnesota Inc		4,039.95	4 Transactions		
6097	Verizon Wireless 01-252-000-0000-6250	P	62.10	Cell Phone 12/11/2013 01/10/2014	28609041200001	Telephone
	01-252-000-0000-6250	P	26.02	STS Cellular Connections	78666388100001	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6097	Verizon Wireless		88.12	12/05/2013 01/04/2014	2 Transactions	
252	DEPT Total:		9,158.15	Corrections	17 Vendors	27 Transactions
253	DEPT			Aitkin Co Community Corrections		
7628	Al's Welding & Sandblasting 01-253-000-0000-6231		343.90	Swap rear cage on vans	8973	Services, Labor, Contracts
7628	Al's Welding & Sandblasting		343.90		1 Transactions	
8175	Centurylink 01-253-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45		1 Transactions	
10185	Centurylink Communications Inc 01-253-000-0000-6250		1.42	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		1.42		1 Transactions	
12927	Midwest Machinery Co. 01-253-000-0000-6405		21.54	Chainsaw oil	792588	Operating Supplies
12927	Midwest Machinery Co.		21.54		1 Transactions	
6072	North Homes - Treatment Foster Care					
	01-253-000-0000-6204	P	198.00	Transport 11-14-13	IJC16310	Juvenile Detention
	01-253-000-0000-6204	P	99.00	Transport 11-7-13	IJC16311	Juvenile Detention
	01-253-000-0000-6204	P	99.00	Transport 11-7-13	IJC16312	Juvenile Detention
	01-253-000-0000-6204	P	330.00	Transport 11-4-13	IJC16313	Juvenile Detention
	01-253-000-0000-6204	P	4,521.00	Secuire Dec 1-22	IJC16317	Juvenile Detention
	01-253-000-0000-6204	P	1,986.75	Shelter Dec 23-31, 2013	IJC16373	Juvenile Detention
	01-253-000-0000-6204	P	6,370.50	Secuire Dec 1-31	IJC16374	Juvenile Detention
	01-253-000-0000-6204	P	319.00	Transport 12-2 & 9-2013	IJC16453	Juvenile Detention
	01-253-000-0000-6204	P	154.00	Transport 12-12-13	IJC16454	Juvenile Detention
	01-253-000-0000-6204	P	209.00	Transport 12-12-13	IJC16455	Juvenile Detention
6072	North Homes - Treatment Foster Care		14,286.25		10 Transactions	
4010	Rasley Oil Company 01-253-000-0000-6511	P	252.98	December Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		252.98		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
253 DEPT Total:		14,913.54	Aitkin Co Community Corrections	6 Vendors 15 Transactions
255 DEPT			General Crime Victim Grant	
8175 Centurylink				
01-255-000-0000-6250		7.45	LOCAL PHONE	313645966 Telephone
8175 Centurylink		7.45		1 Transactions
10185 Centurylink Communications Inc				
01-255-000-0000-6250		2.91	LD Phone	320146217 Telephone
10185 Centurylink Communications Inc		2.91		1 Transactions
255 DEPT Total:		10.36	General Crime Victim Grant	2 Vendors 2 Transactions
257 DEPT			Sobriety Court	
11997 Minnesota Monitoring				
01-257-022-0000-6406	P	110.50	Dec EHM - Johnson	2801 Sobriety Crt Expenses
11997 Minnesota Monitoring		110.50		1 Transactions
257 DEPT Total:		110.50	Sobriety Court	1 Vendors 1 Transactions
280 DEPT			Emergency Management	
8175 Centurylink				
01-280-000-0000-6250		14.90	LOCAL PHONE	313645966 Telephone
8175 Centurylink		14.90		1 Transactions
10185 Centurylink Communications Inc				
01-280-000-0000-6250		1.56	Toll Free Phone	320295974 Telephone
10185 Centurylink Communications Inc		1.56		1 Transactions
280 DEPT Total:		16.46	Emergency Management	2 Vendors 2 Transactions
390 DEPT			Environmental Health (FBL)	
8175 Centurylink				
01-390-000-0000-6250		14.90	LOCAL PHONE	313645966 Telephone
8175 Centurylink		14.90		1 Transactions
10185 Centurylink Communications Inc				
01-390-000-0000-6250		9.62	LD Phone	320146217 Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10185	Centurylink Communications Inc		9.62		1 Transactions	
390	DEPT Total:		24.52	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT			Solid Waste		
8175	Centurylink 01-391-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45		1 Transactions	
10185	Centurylink Communications Inc 01-391-000-0000-6250		3.09	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		3.09		1 Transactions	
391	DEPT Total:		10.54	Solid Waste	2 Vendors	2 Transactions
500	DEPT			Library And Historical Society		
11416	Aitkin County C.A.R.E 01-500-502-0000-6848		37,900.00	CARE 2014 Appropriations		CARE Approp
11416	Aitkin County C.A.R.E		37,900.00		1 Transactions	
1495	East Central Regional Library 01-500-500-0000-6801		116,068.50	1st 1/2 2014 Appropriation		Library Appropriations
1495	East Central Regional Library		116,068.50		1 Transactions	
500	DEPT Total:		153,968.50	Library And Historical Society	2 Vendors	2 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		
111	Aitkin Co Soil & Water 01-600-552-0000-5397		16,620.00	1/2 WCA Base Grant		Soil & Water Water Planning Grant
	01-600-552-0000-5397		13,888.00	Water Plan Funds		Soil & Water Water Planning Grant
111	Aitkin Co Soil & Water		30,508.00		2 Transactions	
600	DEPT Total:		30,508.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	2 Transactions
601	DEPT			Extension		
8175	Centurylink 01-601-000-0000-6250		14.90	LOCAL PHONE	313645966	Telephone

DKB1
 1/24/14 10:47AM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8175	Centurylink		14.90		1 Transactions	
10185	Centurylink Communications Inc 01-601-000-0000-6250		6.35	LD PHONE	320146217	Telephone
10185	Centurylink Communications Inc		6.35		1 Transactions	
601	DEPT Total:		21.25	Extension	2 Vendors	2 Transactions
711	DEPT			Economic Development		
8175	Centurylink 01-711-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45		1 Transactions	
10185	Centurylink Communications Inc 01-711-000-0000-6250		0.36	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		0.36		1 Transactions	
711	DEPT Total:		7.81	Economic Development	2 Vendors	2 Transactions
1	Fund Total:		487,638.86	General Fund		198 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
783	Canon Financial Services, Inc 03-301-000-0000-6300		226.85	CONTRACT CHARGE 012014	13434724	Service Contracts
783	Canon Financial Services, Inc		226.85	1 Transactions		
8175	Centurylink 03-301-000-0000-6250		31.26	FAX - HWY OFFICE 012014		Telephone
8175	Centurylink		31.26	1 Transactions		
10185	Centurylink Communications Inc 03-301-000-0000-6250		35.68	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		35.68	1 Transactions		
11411	Charter Business 03-301-000-0000-6250		149.87	PHONE HWY OFFICE 011514		Telephone
11411	Charter Business		149.87	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		133.36	FOLDERS 011014	455352	Supplies And Materials
	03-301-000-0000-6400		90.34	BOOKENDS 011014	456598	Supplies And Materials
11406	Innovative Office Solutions		223.70	2 Transactions		
3963	Quale/Michael J 03-301-000-0000-6296		192.06	HOTEL 010814		Meeting Expense/Physicals
	03-301-000-0000-6296		26.80	MEALSS 010814		Meeting Expense/Physicals
	03-301-000-0000-6296		83.72	MILEAGE 010814		Meeting Expense/Physicals
3963	Quale/Michael J		302.58	3 Transactions		
11605	Shred Right 03-301-000-0000-6400		32.00	DESTRUCTION 010714	169686	Supplies And Materials
11605	Shred Right		32.00	1 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250		264.96	CELLS 011014	9717637000	Telephone
6097	Verizon Wireless		264.96	1 Transactions		
301	DEPT Total:		1,266.90	R&B Administration	8 Vendors	11 Transactions

303 DEPT R&B Highway Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
657	Aitkin Glass Service 03-303-000-0000-6523		110.00	GARAGE WINDOWS	011414 1591	Misc Bldg & Shop Supplies
657	Aitkin Glass Service		110.00		1 Transactions	
195	Aitkin Tire Shop 03-303-000-0000-6590		60.00	TIRE MOUNTING	010314 52941	Repair & Maintenance Supplies
195	Aitkin Tire Shop		60.00		1 Transactions	
8411	American Welding & Gas, Inc. 03-303-000-0000-6523		259.46	OXYGEN	011514 2572114	Misc Bldg & Shop Supplies
8411	American Welding & Gas, Inc.		259.46		1 Transactions	
8674	Boyer Trucks 03-303-000-0000-6590		102.92	SONENOID	010814 813964	Repair & Maintenance Supplies
8674	Boyer Trucks		102.92		1 Transactions	
1200	Cummings Oil, Inc 03-303-000-0000-6513	P	2,759.56	PALISADE	123113 33254	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	3,251.46	PALISADE	123113 34472	Motor Fuel & Lubricants
1200	Cummings Oil, Inc		6,011.02		2 Transactions	
9857	Diamond Industrial Cleaning Equipment 03-303-000-0000-6523		160.82	WASHER	011414 10450	Misc Bldg & Shop Supplies
9857	Diamond Industrial Cleaning Equipment		160.82		1 Transactions	
1491	Dutch's Electric, Inc 03-303-000-0000-6254	P	190.32	OUTSIDE FAN	030613 20580	Utilities
	03-303-000-0000-6254	P	514.54	FAN	030613 20595	Utilities
	03-303-000-0000-6254	P	1,518.62	CEILING FANS	030613 20626	Utilities
1491	Dutch's Electric, Inc		2,223.48		3 Transactions	
1570	Erickson Oil Products Inc 03-303-000-0000-6513	P	12.36-	DISCOUNT	123013 364344	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	696.51	GASOLINE	123013 364344	Motor Fuel & Lubricants
1570	Erickson Oil Products Inc		684.15		2 Transactions	
7060	Federated Co-Ops Inc. 03-303-000-0000-6297	P	1,740.41	MCGREGOR	123013 35415	Shop Fuel
	03-303-000-0000-6297		668.51	PALISADE	010814 40057	Shop Fuel

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
7060 Federated Co-Ops Inc.		2,408.92	2 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
03-303-000-0000-6523		496.93	WASH BAY 010314	65836 Misc Bldg & Shop Supplies
1880 Gravelle Plumbing & Heating, Inc		496.93	1 Transactions	
91187 Lake Country Power				
03-303-000-0000-6254	P	72.64	JACOBSON 123113	1400073000 Utilities
03-303-000-0000-6254	P	1,059.80	SWATARA 123113	140946401 Utilities
91187 Lake Country Power		1,132.44	2 Transactions	
10824 Maney International Inc				
03-303-000-0000-6590		195.60	FILTERS 011514	653218 Repair & Maintenance Supplies
03-303-000-0000-6590		104.48	SWITCH 011514	654301 Repair & Maintenance Supplies
10824 Maney International Inc		300.08	2 Transactions	
3100 McGregor Oil				
03-303-000-0000-6513	P	38.12	GASOLINE 123113	49381 Motor Fuel & Lubricants
03-303-000-0000-6513	P	40.48	GASOLINE 123113	49382 Motor Fuel & Lubricants
03-303-000-0000-6513	P	60.15	GASOLINE 123113	49383 Motor Fuel & Lubricants
03-303-000-0000-6513	P	29.69	GASOLINE 123113	49384 Motor Fuel & Lubricants
03-303-000-0000-6513	P	23.52	GASOLINE 123113	49385 Motor Fuel & Lubricants
03-303-000-0000-6523	P	4.81	BRAKE FLUID 123113	49385 Misc Bldg & Shop Supplies
03-303-000-0000-6513	P	45.24	GASOLINE 123113	49386 Motor Fuel & Lubricants
03-303-000-0000-6513	P	44.82	GASOLINE 123113	49387 Motor Fuel & Lubricants
03-303-000-0000-6513	P	1,796.60	DIESEL 121713	50330 Motor Fuel & Lubricants
03-303-000-0000-6513	P	1,934.80	DIESEL 121713	50331 Motor Fuel & Lubricants
03-303-000-0000-6513	P	41.15	GASOLINE 123113	50360 Motor Fuel & Lubricants
3100 McGregor Oil		4,059.38	11 Transactions	
12927 Midwest Machinery Co.				
03-303-000-0000-6590		673.50	REPAIR LABOR 012114	791970 Repair & Maintenance Supplies
03-303-000-0000-6590		133.13	REPAIR PARTS 012114	791970 Repair & Maintenance Supplies
12927 Midwest Machinery Co.		806.63	2 Transactions	
3160 Mille Lacs Energy Coop-Albert Lea				
03-303-000-0000-6254	P	1,190.60	POWER PALISADE 123113	185202601 Utilities
03-303-000-0000-6254	P	60.67	169 AND CSAH 3 123113	192301001 Utilities
03-303-000-0000-6254	P	25.00	GUN LAKE 123113	275602903 Utilities

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6254	P	278.15	POWER MCGREGOR 123113	295300301	Utilities
	03-303-000-0000-6254	P	1,849.14	POWER AITKIN 123113	335200702	Utilities
	03-303-000-0000-6254	P	64.14	169 AND CSAH 28 123113	396202201	Utilities
	03-303-000-0000-6254	P	69.56	47 AND CSAH 2 123113	545110401	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		3,537.26	7 Transactions		
9692	Minnesota Energy Resources Corporation					
	03-303-000-0000-6297	P	1,438.67	NAT GAS - AITKIN 123113	42552174	Shop Fuel
9692	Minnesota Energy Resources Corporation		1,438.67	1 Transactions		
3255	Mn Counties Intergovernmental Trust					
	03-303-000-0000-6590		90.42	JD Backhoe #78	1100104	Repair & Maintenance Supplies
3255	Mn Counties Intergovernmental Trust		90.42	1 Transactions		
8694	Mn Dept Of Transportation					
	03-303-000-0000-6521		685.72	PAVEMENT TESTING 011014	184473	Maintenance Supplies
8694	Mn Dept Of Transportation		685.72	1 Transactions		
8618	North American Salt Co					
	03-303-000-0000-6518		13,742.56	DEICING SALT 010913	71086479	De-Icing Salt
	03-303-000-0000-6518		7,512.83	DEICING SALT 010913	71089683	De-Icing Salt
8618	North American Salt Co		21,255.39	2 Transactions		
8583	Olsen Companies					
	03-303-000-0000-6523		114.05	CROSS HOOK 010914	530264	Misc Bldg & Shop Supplies
8583	Olsen Companies		114.05	1 Transactions		
4711	Sunnys Citgo					
	03-303-000-0000-6513	P	47.84	GASOLINE 121213	29565	Motor Fuel & Lubricants
	03-303-000-0000-6513	P	73.34	GASOLINE 121213	29566	Motor Fuel & Lubricants
4711	Sunnys Citgo		121.18	2 Transactions		
8671	Village Laundromat & Car Wash, Inc					
	03-303-000-0000-6523	P	18.00	RAGS 122313	841467	Misc Bldg & Shop Supplies
8671	Village Laundromat & Car Wash, Inc		18.00	1 Transactions		
5295	Ziegler Inc					
	03-303-000-0000-6590		10.98-	SEALS 011514	190003298	Repair & Maintenance Supplies
	03-303-000-0000-6590		254.97	LOCKNUT 011514	190034097	Repair & Maintenance Supplies

DKB1
 1/24/14 10:47AM
 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6590		16.82	SEALS 011514	190034121 Repair & Maintenance Supplies
03-303-000-0000-6590		306.85	BATTERY 011514	190034122 Repair & Maintenance Supplies
5295 Ziegler Inc		567.66		4 Transactions
303 DEPT Total:		46,644.58	R&B Highway Maintenance	23 Vendors 52 Transactions
307 DEPT			R&B Capital Infrastructure	
48 Aitkin Co Abstract Company				
03-307-000-0000-6260		75.00	603-013 010614	45688 Professional Services
48 Aitkin Co Abstract Company		75.00		1 Transactions
8819 Mille Lacs Energy Coop-Aitkin				
03-307-000-0000-6295		8,005.00	COST CONTRIBUTION 011514	20140018 Utility Moves
8819 Mille Lacs Energy Coop-Aitkin		8,005.00		1 Transactions
307 DEPT Total:		8,080.00	R&B Capital Infrastructure	2 Vendors 2 Transactions
3 Fund Total:		55,991.48	Road & Bridge	65 Transactions

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
423 DEPT		Unorganized Cemetary		
3116 Mcneil,Treas/Delpha				
04-423-000-0000-6801	P	NOV/DEC APPORTIONMENT	51-27	Appropriations
04-423-000-0000-6801	P	MV CREDIT	51-27	Appropriations
04-423-000-0000-6801	P	NOV/DEC APPORTIONMENT	52-27	Appropriations
04-423-000-0000-6801	P	MV CREDIT	52-27	Appropriations
3116 Mcneil,Treas/Delpha		26.75	4 Transactions	
3757 Packer,Warren/Treas.				
04-423-000-0000-6801	P	Unorg Cem 50-25 Apportionment		Appropriations
04-423-000-0000-6801	P	Unorg Cem 50-25 MV Credit		Appropriations
3757 Packer,Warren/Treas.		105.92	2 Transactions	
423 DEPT Total:		132.67	Unorganized Cemetary	2 Vendors 6 Transactions
4 Fund Total:		132.67	Special Revenue(Unorg R&B,Fir	6 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400 DEPT		Public Health Department		
8175 Centurylink				
05-400-440-0410-6250		67.06 LOCAL PHONE-PH	313645966	Telephone
05-400-440-0410-6250		12.30 LOCAL PHONE-ACCTING	313645966	Telephone
8175 Centurylink		79.36		2 Transactions
10185 Centurylink Communications Inc				
05-400-440-0410-6250		0.54 LD Phone	320146217	Telephone
05-400-440-0410-6250		2.69 LD Phone-HHS	320146217	Telephone
05-400-440-0410-6250		24.40 LD Phone-PH	320146217	Telephone
05-400-440-0410-6250		8.93 Toll Free Phone	320295974	Telephone
10185 Centurylink Communications Inc		36.56		4 Transactions
1457 CPS Technology Solutions, Inc				
05-400-440-0410-6231		10.56 February Maintenance	365019	Services Or Contracts
1457 CPS Technology Solutions, Inc		10.56		1 Transactions
400 DEPT Total:		126.48		Public Health Department 3 Vendors 7 Transactions
420 DEPT		Income Maintenance		
8175 Centurylink				
05-420-600-4800-6250		74.51 LOCAL PHONE-IM	313645966	Telephone
05-420-600-4800-6250		31.96 LOCAL PHONE-ACCTING	313645966	Telephone
05-420-640-4800-6250		52.16 LOCAL PHONE-CS	313645966	Telephone
8175 Centurylink		158.63		3 Transactions
10185 Centurylink Communications Inc				
05-420-600-4800-6250		1.41 LD Phone	320146217	Telephone
05-420-600-4800-6250		6.99 LD Phone-HHS	320146217	Telephone
05-420-600-4800-6250		128.04 LD Phone-IM	320146217	Telephone
05-420-640-4800-6250		36.21 LD Phone-CS	320146217	Telephone
05-420-600-4800-6250		23.23 Toll Free Phone	320295974	Telephone
10185 Centurylink Communications Inc		195.88		5 Transactions
1457 CPS Technology Solutions, Inc				
05-420-600-4800-6231		27.46 February Maintenance	365019	Services Or Contracts
05-420-640-4800-6231		35.20 February Maintenance	365019	Services Or Contracts
1457 CPS Technology Solutions, Inc		62.66		2 Transactions

DKB1
 1/24/14 10:47AM
 5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT Total:			417.17	Income Maintenance	3 Vendors	10 Transactions
430	DEPT				Social Services		
8175	Centurylink						
	05-430-700-4800-6250			37.70	LOCAL PHONE-ACCTING	313645966	Telephone
	05-430-700-4800-6250			191.73	LOCAL PHONE-SS	313645966	Telephone
8175	Centurylink			229.43		2 Transactions	
10185	Centurylink Communications Inc						
	05-430-700-4800-6250			1.67	LD Phone	320146217	Telephone
	05-430-700-4800-6250			8.25	LD Phone-HHS	320146217	Telephone
	05-430-700-4800-6250			166.62	LD Phone-SS	320146217	Telephone
	05-430-700-4800-6250			27.40	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc			203.94		4 Transactions	
1457	CPS Technology Solutions, Inc						
	05-430-700-4800-6231			32.38	February Maintenance	365019	Services Or Contracts
1457	CPS Technology Solutions, Inc			32.38		1 Transactions	
430	DEPT Total:			465.75	Social Services	3 Vendors	7 Transactions
5	Fund Total:			1,009.40	Health & Human Services		24 Transactions

DKB1
 1/24/14 10:47AM
 9 State

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	1091 Commissioner Of Revenue 09-000-000-0000-2044	0	0.79	20% severed mineral		20% Severed Mineral Tax
	1091 Commissioner Of Revenue		0.79	1 Transactions		
	4580 Mn Dept Of Finance 09-000-000-0000-2051	0	5.01	Tif Admin Fee Nov/Dec		State Share Of Tif Tax
	4580 Mn Dept Of Finance		5.01	1 Transactions		
0	DEPT Total:		5.80	Undesignated	2 Vendors	2 Transactions
9	Fund Total:		5.80	State		2 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
12996	Brown Timber 10-900-000-0000-2300		919.05	bond refund Rec.1710	13343	Timber Permit Bonds
12996	Brown Timber		919.05	1 Transactions		
943	Cook Logging 10-900-000-0000-2300		2,165.58	Bond Refund Rec 1643	13128	Timber Permit Bonds
943	Cook Logging		2,165.58	1 Transactions		
2694	Kromy/Ted 10-900-000-0000-2300		1,312.20	bond refund Rec 1724	13373	Timber Permit Bonds
2694	Kromy/Ted		1,312.20	1 Transactions		
3066	Maxwell/James Henry 10-900-000-0000-2300		776.90	Bond refund Rec 1704	13253	Timber Permit Bonds
3066	Maxwell/James Henry		776.90	1 Transactions		
6079	Nistler-Kowitz Logging, Inc 10-900-000-0000-2300		767.82	Bond Refund Rec 1701	13436	Timber Permit Bonds
6079	Nistler-Kowitz Logging, Inc		767.82	1 Transactions		
3937	Potlatch Corp 10-900-000-0000-2300		1,036.87	Bond Refund Rec 1615	13126	Timber Permit Bonds
3937	Potlatch Corp		1,036.87	1 Transactions		
4101	Raveill/Curt 10-900-000-0000-2300		1,957.93	Bond Refund Rec 1481	13273	Timber Permit Bonds
4101	Raveill/Curt		1,957.93	1 Transactions		
5791	Sappi 10-900-000-0000-2300		3,588.70	Bond Refund Rec 1350	12794	Timber Permit Bonds
	10-900-000-0000-2300		363.72	Bond Refund Rec 1741	13352	Timber Permit Bonds
5791	Sappi		3,952.42	2 Transactions		
900	DEPT Total:		12,888.77	Timber Permit Bonds	8 Vendors	9 Transactions
921	DEPT			Co. Development		
8175	Centurylink 10-921-000-0000-6250		7.45	LOCAL PHONE-SURVEYOR	313645966	Telephone

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	10-921-000-0000-6250		7.45	LOCAL PHONE-GIS	313645966	Telephone
8175	Centurylink		14.90	2 Transactions		
10185	Centurylink Communications Inc					
	10-921-000-0000-6250		2.67	LD Phone-GIS	320146217	Telephone
	10-921-000-0000-6250		0.53	LD Phone-Surveyor	320146217	Telephone
10185	Centurylink Communications Inc		3.20	2 Transactions		
921	DEPT Total:		18.10	Co. Development	2 Vendors	4 Transactions
923	DEPT			Forfeited Tax Sales		
86222	Aitkin Independent Age					
	10-923-000-0000-6230	P	14.44	timber auction legal notice	1519	Printing, Publishing & Adv
86222	Aitkin Independent Age		14.44	1 Transactions		
195	Aitkin Tire Shop					
	10-923-000-0000-6590	P	1,260.55	rear springs	52918	Repair & Maintenance Supplies
195	Aitkin Tire Shop		1,260.55	1 Transactions		
12996	Brown Timber					
	10-923-000-0000-6820		346.75	overappraised refund	13343	Refunds & Reimbursements
12996	Brown Timber		346.75	1 Transactions		
783	Canon Financial Services, Inc					
	10-923-000-0000-6231		417.82	lobby copier contract 022	13412423	Services, Labor, Contracts
783	Canon Financial Services, Inc		417.82	1 Transactions		
8175	Centurylink					
	10-923-000-0000-6250		59.61	LOCAL PHONE	313645966	Telephone
8175	Centurylink		59.61	1 Transactions		
10185	Centurylink Communications Inc					
	10-923-000-0000-6250		7.30	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		7.30	1 Transactions		
10438	Commissioner Of Revenue					
	10-923-000-0000-6280	O	100.00	purchase 2013 deeds		State Deed Forfeited Tax Sales
	10-923-000-0000-6282	O	50.00	repurchase 2013 deeds		State Deed Repurchase

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10438	Commissioner Of Revenue		150.00		2 Transactions	
2694	Kromy/Ted 10-923-000-0000-6820		138.91	overappraised refund	13373	Refunds & Reimbursements
2694	Kromy/Ted		138.91		1 Transactions	
3066	Maxwell/James Henry 10-923-000-0000-6820		998.43	Overappraised refund	13253	Refunds & Reimbursements
3066	Maxwell/James Henry		998.43		1 Transactions	
3951	Pro West & Associates, Inc 10-923-000-0000-6231		1,000.00	2014 Membership TSMM User grp	14011005	Services, Labor, Contracts
3951	Pro West & Associates, Inc		1,000.00		1 Transactions	
4233	S & T Office Products Inc 10-923-000-0000-6405		13.78	Folder Files	01QE4022	Office Supplies
4233	S & T Office Products Inc		13.78		1 Transactions	
4246	St Cloud Stamp & Sign Inc 10-923-000-0000-6405		27.85	Stamp for check endorsement	176197	Office Supplies
4246	St Cloud Stamp & Sign Inc		27.85		1 Transactions	
6128	Tire Barn 10-923-000-0000-6590		126.46	LOF, alt belt #395	26563	Repair & Maintenance Supplies
6128	Tire Barn		126.46		1 Transactions	
6097	Verizon Wireless 10-923-000-0000-6254	P	58.41	Cell Phone 12/02/2013	58068382700001 01/01/2014	Utilities
6097	Verizon Wireless		58.41		1 Transactions	
923	DEPT Total:		4,620.31	Forfeited Tax Sales	14 Vendors	15 Transactions
926	DEPT			Law Library		
8175	Centurylink 10-926-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45		1 Transactions	
5173	West Payment Center					

DKB1
 1/24/14 10:47AM
 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
924 DEPT		Forest Resource		
6097 Verizon Wireless 11-924-000-0000-6250	P	66.56	Cell Phone 12/02/2013 01/01/2014	Telephone
6097 Verizon Wireless		66.56	1 Transactions	
924 DEPT Total:		66.56	Forest Resource	1 Vendors 1 Transactions
925 DEPT		Reforestation		
657 Aitkin Glass Service 11-925-000-0000-6590		30.00	sideview mirror	Repair & Maintenance Supplies
657 Aitkin Glass Service		30.00	1 Transactions	
86222 Aitkin Independent Age 11-925-000-0000-6230	P	30.00	1 year age subscription	Printing, Publishing & Adv
86222 Aitkin Independent Age		30.00	1 Transactions	
91022 Courtemanche/Richard 11-925-000-0000-6330		17.48	logger summit mileage	Transportation & Travel
91022 Courtemanche/Richard		17.48	1 Transactions	
2410 Jacobs/Mark H 11-925-000-0000-6330		48.76	MACLC meeting mileage 01/09/2014 01/09/2014	Transportation & Travel
2410 Jacobs/Mark H		48.76	1 Transactions	
2880 Long Lake Conservation Ctr 11-925-000-0000-6405		336.00	Forest Summit meals	Office Supplies
2880 Long Lake Conservation Ctr		336.00	1 Transactions	
3951 Pro West & Associates, Inc 11-925-000-0000-6231	P	25.00	Technical support Tappr System	Services, Labor, Contracts
3951 Pro West & Associates, Inc		25.00	1 Transactions	
925 DEPT Total:		487.24	Reforestation	6 Vendors 6 Transactions
935 DEPT		Forest Road		
6097 Verizon Wireless				

DKB1
 1/24/14 10:47AM
 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
11-935-000-0000-6250	P	109.51	Cell Phone	58068382700001
			12/02/2013 01/01/2014	Telephone
6097 Verizon Wireless		109.51	1 Transactions	
935 DEPT Total:		109.51	Forest Road	1 Vendors 1 Transactions
11 Fund Total:		663.31	Forest Development	8 Transactions

DKB1
 1/24/14 10:47AM
 12 Agency

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
930	DEPT 90081 ARDC 12-930-000-0000-6801	P	3,136.92	ARDC Nov/Dec Settlement		Apportionments
	90081 ARDC		3,136.92		1 Transactions	
930	DEPT Total:		3,136.92	ARDC	1 Vendors	1 Transactions
931	DEPT 5838 Nw Carlton Co Ambulance District 12-931-162-0000-2045	P	51.38	Towns Ambulance District Levy		Nw Carlton Co Ambulance District
	5838 Nw Carlton Co Ambulance District		51.38		1 Transactions	
931	DEPT Total:		51.38	Towns	1 Vendors	1 Transactions
12	Fund Total:		3,188.30	Agency		2 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
12710	Adventure Publications 19-521-000-0000-6400		129.57	30 journals for commissary	376573	Commissary Items
12710	Adventure Publications		129.57	1 Transactions		
5998	Appert's Foodservice 19-521-000-0000-6400		69.24	Groceries	2054660	Commissary Items
5998	Appert's Foodservice		69.24	1 Transactions		
11419	Beaudry Propane 19-521-000-0000-6254		495.89	propane for Director Resid.	645961	Utilities
	19-521-000-0000-6254		523.95	propane for dining hall	645962	Utilities
	19-521-000-0000-6254		495.76	propane for Inst.Coord.Res.	645963	Utilities
11419	Beaudry Propane		1,515.60	3 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		135.16	contract charges 020	13412425	Services, Labor, Contracts
783	Canon Financial Services, Inc		135.16	1 Transactions		
2186	Hillyard Inc - Kansas City 19-521-000-0000-6231		339.92	PM for Floor Machine	700115037	Services, Labor, Contracts
2186	Hillyard Inc - Kansas City		339.92	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	garbage service	73890	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254	P	70.69	LLCC Electric	27-13-004-01	Utilities
	19-521-000-0000-6254	P	2,475.24	LLCC Electric	27-13-005-02	Utilities
	19-521-000-0000-6254	P	594.06	LLCC Electric	27-13-006-01	Utilities
	19-521-000-0000-6254	P	459.52	LLCC Electric	27-13-007-03	Utilities
	19-521-000-0000-6254	P	103.88	LLCC Electric	27-13-008-01	Utilities
	19-521-000-0000-6254	P	124.02	LLCC Electric	27-13-009-01	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		3,827.41	6 Transactions		
5750	Sam's Club 19-521-000-0000-6400		220.72	Commissary Supplies	77150902757908	Commissary Items

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
5750 Sam's Club		220.72	1 Transactions	
521 DEPT Total:		6,330.00	LLCC Administration	8 Vendors 15 Transactions
523 DEPT			LLCC Food	
5998 Appert's Foodservice				
19-523-000-0000-6418		881.38	Groceries	2051030 Groceries-Students
19-523-000-0000-6420		18.03	Groceries	2051030 Food Service Supplies
19-523-000-0000-6418		1,186.78	Groceries	2054660 Groceries-Students
19-523-000-0000-6420		139.87	Groceries	2054660 Food Service Supplies
19-523-000-0000-6418	P	11.00-	foodshow credit	9485 Groceries-Students
5998 Appert's Foodservice		2,215.06		5 Transactions
5814 Hagen/Christine				
19-523-000-0000-6418		15.88	miffin mix & onion	Groceries-Students
5814 Hagen/Christine		15.88		1 Transactions
5662 McGregor Dairy, Inc				
19-523-000-0000-6418		236.68	Groceries	21806 Groceries-Students
19-523-000-0000-6418		224.31	Groceries	21838 Groceries-Students
5662 McGregor Dairy, Inc		460.99		2 Transactions
4968 Upper Lakes Foods, Inc				
19-523-000-0000-6418		1,125.54	Groceries	254729 Groceries-Students
19-523-000-0000-6418		1,003.93	Groceries	276218 Groceries-Students
19-523-000-0000-6420		78.00	Detergent	276218 Food Service Supplies
4968 Upper Lakes Foods, Inc		2,207.47		3 Transactions
523 DEPT Total:		4,899.40	LLCC Food	4 Vendors 11 Transactions
524 DEPT			LLCC Maintenance	
5998 Appert's Foodservice				
19-524-000-0000-6422		91.34	Groceries	2051030 Janitorial Services/Supplies
5998 Appert's Foodservice		91.34		1 Transactions
1491 Dutch's Electric, Inc				
19-524-000-0000-6590	P	810.41	Ballast,repair conduit,new swi	21001 Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1491	Dutch's Electric, Inc		810.41	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc 19-524-000-0000-6590		481.97	line for soap dispenser	65885	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		481.97	1 Transactions		
3760	Palisade Cooperative Oil Assoc 19-524-000-0000-6511		66.04	Fuel Ford Truck	272080	Gas And Oil
	19-524-000-0000-6511		72.33	Fuel Chevy Truck	272621	Gas And Oil
3760	Palisade Cooperative Oil Assoc		138.37	2 Transactions		
524	DEPT Total:		1,522.09	LLCC Maintenance	4 Vendors	5 Transactions
19	Fund Total:		12,751.49	Long Lake Conservation Center		31 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
8175	Centurylink 21-520-000-0000-6250		7.45	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.45	1 Transactions		
1805	Giese Sno-Cruisers Trail Assn. 21-520-000-0000-6802		7,035.66	1st Benchmark GIA	Rec.1809	Trail Grants-State
1805	Giese Sno-Cruisers Trail Assn.		7,035.66	1 Transactions		
12514	GMRPT Coalition 21-520-000-0000-6231		225.00	2014 membership fee		Services, Labor, Contracts
12514	GMRPT Coalition		225.00	1 Transactions		
4641	Holiday Credit Office 21-520-000-0000-6511	P	168.73	December gas bill	1400000134961	Gas & Oil
4641	Holiday Credit Office		168.73	1 Transactions		
2448	Janzen/Carroll Mark 21-520-000-0000-6350		35.00	Parks meeting	1/13/14	Per Diem
	21-520-000-0000-6330		31.36	Mileage for parks meeting	56@.56	Transportation & Travel
2448	Janzen/Carroll Mark		66.36	2 Transactions		
5759	Kitzrow/Donald 21-520-000-0000-6350		35.00	Parks meeting	1/13/14	Per Diem
	21-520-000-0000-6330		36.96	Mileage for parks meeting	66@.56	Transportation & Travel
5759	Kitzrow/Donald		71.96	2 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254	P	43.62	December Elec. Berglund Pk	18-51-106-02	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		43.62	1 Transactions		
9692	Minnesota Energy Resources Corporation 21-520-000-0000-6254	P	723.16	December Gas for shop	4162495-8	Utilities
9692	Minnesota Energy Resources Corporation		723.16	1 Transactions		
6128	Tire Barn 21-520-000-0000-6590		77.36	Trailer Harness Plug #314	26597	Repair & Maintenance Supplies
6128	Tire Barn		77.36	1 Transactions		

DKB1
 1/24/14 10:47AM
 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4927	Turnock/Franklin Allen 21-520-000-0000-6350 21-520-000-0000-6330		35.00 28.00	Park Commission Meeting Park Commission Mileage	1/13/14 50@.56	Per Diem Transportation & Travel
4927	Turnock/Franklin Allen		63.00	2 Transactions		
6097	Verizon Wireless 21-520-000-0000-6250	P	36.50	Cell Phone 12/02/2013 01/01/2014	58068382700001	Telephone
6097	Verizon Wireless		36.50	1 Transactions		
12065	Warnest/Timothy 21-520-000-0000-6350 21-520-000-0000-6330		35.00 35.28	Park Commission Meeting Park Commission Mileage	1/13/14 63@.56	Per Diem Transportation & Travel
12065	Warnest/Timothy		70.28	2 Transactions		
520	DEPT Total:		8,589.08	Parks	12 Vendors	16 Transactions
21	Fund Total:		8,589.08	Parks		16 Transactions
	Final Total:		588,087.25	244 Vendors	382 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	487,638.86	General Fund	
	3	55,991.48	Road & Bridge	
	4	132.67	Special Revenue(Unorg R&B,Fire	
	5	1,009.40	Health & Human Services	
	9	5.80	State	
	10	18,116.86	Trust	
	11	663.31	Forest Development	
	12	3,188.30	Agency	
	19	12,751.49	Long Lake Conservation Center	
	21	8,589.08	Parks	
	All Funds	588,087.25	Total	Approved by,
			
			

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 15, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Recycling Agreement Extensions

Requested Meeting Date: January 28, 2014 Estimated Presentation Time: Consent Agenda

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 391-5001 & 5392
- Expenditure line account # for this item is: 391-6360

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

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



Supporting Attachment(s)

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

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

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



MEMORANDUM

DATE: January 16, 2013
TO: Aitkin County Board of Commissioners
Patrick Wussow, County Administrator
FROM: Terry Neff, Environmental Services Director 
RE: Recycling Agreement Extensions

Enclosed are letters from Garrison Disposal and J&H Transfer requesting to exercise the one-year extension option to the recycling agreements. The agreements expire on December 31, 2014. This will be the third one year extension requested and will extend the expiration date to December 31, 2015. I recommend the County Board approve of the one-year extensions to the agreements.

If you have any questions, please feel free to contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosures

c:\ctybrd\ctybrd2014

218-
Fax to: 927-4372

January 10, 2013

Terry Neff,

I am writing to request a one year extention on the recycling agreement. Please forward this request to the county board. I am emailing this request to you, if you need me to mail a copy please let me know. Thanks!

Sincerely,
Jessie Hooper
Lakes Sanitary Service

A handwritten signature in cursive script that reads "Jessie Hooper". The signature is written in dark ink and includes a long horizontal flourish extending to the right.



December 31, 2013

Terry Neff
Aitkin County
209 2nd Street NW, Room 118
Aitkin MN 56431

Re: Recycling Contract Extension

Terry,

Garrison Disposal Company would like to exercise the one year extension option on the Aitkin County Recycling Contract. This extension will expire toward the end of 2015.

Terry, we would hope that the board will approve our request to extend the contract. Please feel free to call me if you or any of the board members have any questions regarding this contract extension.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul B. Fischer', is written over the typed name.

Paul B. Fischer
President

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 15, 2014

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Adopt Solid Waste Management Plan

Requested Meeting Date: January 28, 2014 Estimated Presentation Time: 5 min

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

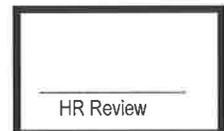
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

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



MEMORANDUM

DATE: January 15, 2014

TO: Aitkin County Board of Commissioners
Patrick Wussow, County Administrator

FROM: Terry Neff, Environmental Services Director 

RE: Aitkin County Solid Waste Management Plan

Enclosed is a copy of the proposed Aitkin County Solid Waste Management Plan. Minnesota Statutes 115A.46 and Minnesota Rules 9215.0500 require all counties to have a Solid Waste Management Plan approved by the Minnesota Pollution Control Agency. The plan must describe the county's solid waste management programs for a ten year period.

Aitkin County's existing Solid Waste Management Plan was adopted in October 2003 and is required to be updated within 10 years. The enclosed plan has been approved by the Minnesota Pollution Control Agency and has been published for the required 30 day public comment period (see enclosed public notice). No comments were received during the comment period.

At the January 28, 2014, Aitkin County Board of Commissioners meeting, I will be requesting adoption of the proposed plan by the Aitkin County Board of Commissioners. Included is a resolution to be used for the adoption of the plan.

If you have any questions, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosures

c:\ctybrd\ctybrd2014

**PUBLIC NOTICE OF INTENT
TO APPROVE AITKIN COUNTY'S SOLID WASTE MANAGEMENT PLAN**

Aitkin County has prepared a Solid Waste Management Plan (plan) which proposes a waste management system that will result, by the year 2022 in the reduction of MSW being disposed of by approximately 35 percent by weight, through the continuation of its education, recycling, yard waste and household hazardous waste collection programs. 63 percent will be transported to the East Central Solid Waste Commission Landfill in Mora, Minnesota for final disposal with two percent disposed of on private property.

Pursuant to Minn. Rules pt. 9215.0850, the Minnesota Pollution Control Agency (MPCA) hereby gives notice of its intent to approve the County's plan.

Additional information on the County's plan may be obtained from the County or the MPCA at the following addresses:

Mr. Terry Neff
Solid Waste Coordinator
Aitkin County Environmental Services Dept.
209 2nd Street, N.W Room 100.
Aitkin, MN 56431
Phone: 218-927-7342

Mr. Henry Fisher, Principal Planner
Minnesota Pollution Control Agency
Duluth Regional Office
525 Lake Avenue, South, Suite 400
Duluth, MN 55802
Phone: 218-302-6630

Interested persons are invited to submit comments on the MPCA's proposed actions. Comments must be received by the MPCA at its above address by 4:30 pm, Thursday, January 9, 2014. Pursuant to Minn. Rules pt. 9215.0850, subp.3, comments must include: 1.) a statement of the commenter's interest in the plan; 2.) a statement of the action the commenter wishes the MPCA to take, including specific references to the plan or the need calculation that the commenter believes should be changed; and 3.) the reasons supporting the commenter's position, stated with sufficient specificity to allow the MPCA to assess the merits of the commenter's statements.

During the comment period, interested persons may request that the MPCA conduct a public informational meeting or a contested case hearing. A public informational meeting is an informal meeting conducted by MPCA staff to help clarify and resolve issues. A contested case hearing is a trial-like proceeding conducted by the state administrative law judge. Requests for a public informational meeting or contested case hearing must: 1.) include the three pieces of information described in the preceding paragraph; 2.) explain why the MPCA should hold a meeting or hearing and 3.) describe the issues the commenter wants addressed at the meeting or hearing. At the close of the comment period, the MPCA will determine if a public meeting or hearing would be beneficial.

The MPCA will consider all comments received within the comment period. Following the close of the comment period and any public informational meetings or contested case hearings, the MPCA will make a final determination on whether or not to approve the plan.

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

ADOPTED January 28, 2014

By Commissioner: xx

012814-0xx

Aitkin County Solid Waste Management Plan

WHEREAS, the legislature of the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan in accordance with Minn. Stat. §§ 115A.46; 115A.417, 115A.551; subds. 6-7. 115A.552 , 115A.557, subd 2-3,115A.63; 115A.84; 115A.914, 115A.96, Subd. 6-7; 115A.917, 115A.97 Minn. Rules 9215 and all other applicable statutes and rules; and

WHEREAS, Aitkin County recognizes the need and responsibility to plan for and practice environmentally sound methods of managing their solid waste stream; and

WHEREAS, in 1989, the legislature of the State of Minnesota enacted legislation to require that Solid Waste Management Plans be amended to include the requirements in Minn. Stat. §§115A.551, 115A.914, and 115A.96, Subd. 6 (1991); and

WHEREAS, Aitkin County recognizes the need to plan for and implement waste reduction, recycling, yard waste composting, special waste management strategies, and processing of MSW.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby approves and adopts Aitkin County Solid Waste Management Plan and supporting documentation dated November 25, 2013.

BE IT THEREFORE FURTHER RESOLVED, that the Aitkin County Board submits this document to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota laws and rules.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 28th day of January A.D., 2014, and that the same is a true and correct copy of the whole thereof.

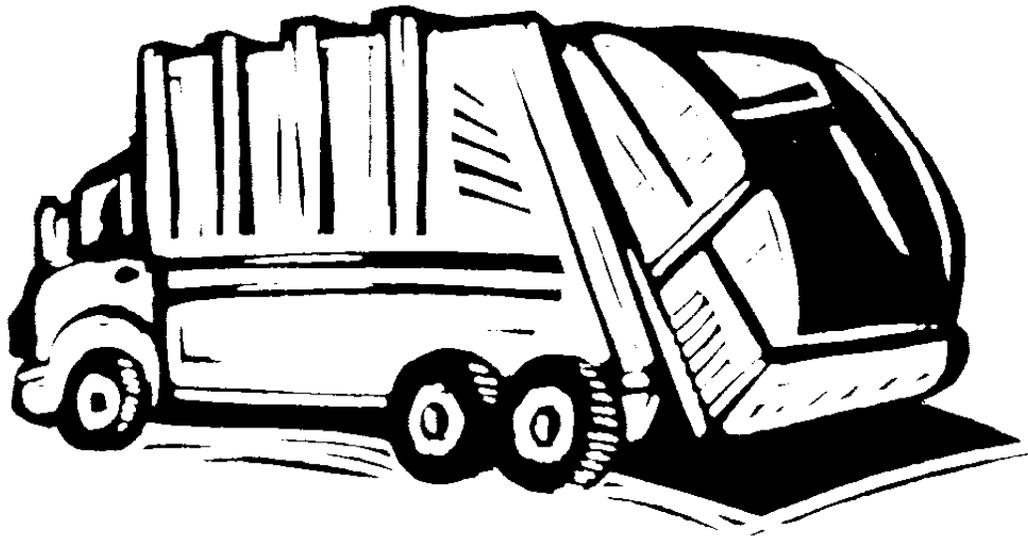
WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 28th day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

Aitkin County

Solid Waste Management Plan



Prepared By:
Terry Neff, Director of Environmental Services

November 25, 2013

Table of Contents

Chapter I. The Executive Summary	I-1
A. Introduction	I-1
B. Overview	I-1
C. Solid Waste Abatement Goals	I-2
D. Waste Abatement System	I-3
E. Waste Disposal System	I-5
F. Management & Planning	I-6
G. System Summary (Flow and Cost Tables)	I-6
 Chapter II. COUNTY BACKGROUND INFORMATION	 II-1
A. Population	II-1
B. Land Use	II-3
C. Employment and Economic Conditions	II-3
D. Summary	II-5
E. Waste Generation	II-5
F. Waste Composition	II-7
G. Solid Waste Collection	II-7
H. Summary	II-9
I. Review of Planning History	II-9
 Chapter III. Existing and Proposed Integrated Solid Waste Management System	 III-1
A. Solid Waste Reduction	III-2
B. Solid Waste Education	III-3
C. Recycling	III-4
D. Yard Waste	III-9
E. Land Disposal of MSW	III-11
F. Waste Tire Disposal and Recovery	III-14
G. Electronic Products	III-16
H. Major Appliance Management	III-17
I. Use Oil Management	III-18
J. Battery Management	III-19
K. Household Hazardous Waste Management	III-20
L. Demolition Debris	III-22
M. Solid Waste Ordinance	III-23
N. Solid Waste Staff	III-24
O. Solid Waste Program Funding	III-24
P. Plan Review and Ten-year Update	III-25
Q. Goal Volume Table	III-25
R. Itemized Solid Waste Budget	III-25
S. Alternatives to MSW disposal options	III-26
T. On-site and Illegal disposal - mitigation of environmental risks	III-26
U. Public Participation Program	III-27

APPENDIX

- A. Aitkin County Goal Volume Tables
- B. MPCA/OEA Statewide Composition Study – Summary
- C. Aitkin County Map of Solid Waste Sites
- D. Aitkin County Recycling Agreement
- E. Aitkin County Solid Waste Ordinance
- F. Aitkin County 2012 SCORE Report
- G. Aitkin County Solid Waste Budget

Chapter I. The Executive Summary

A. Introduction

Aitkin County, located in central Minnesota, has developed a new Comprehensive Solid Waste Management Plan that replaces the previous plan dated September 30, 2003. This new plan contains the policies and goals that will guide the development of the County's integrated solid waste management system for the next ten years.

This plan was developed and completed by Terry Neff, Aitkin County Solid Waste Administrator, with assistance from the Aitkin County Solid Waste Advisory Committee, and the Minnesota Pollution Control Agency.

The Aitkin County Solid Waste Advisory Committee was established to assist in the preparation and completion of the 1997 Solid Waste Management Plan. The Advisory Committee has helped to spur discussion and consideration of solid waste issues facing the County. The final plan is the result of their input and recommendations to the County Board.

B. Overview

This new plan is essentially a review of the existing integrated solid waste management system and an action plan for anticipated solid waste management activities for the next ten years.

Aitkin County owns a transfer station north of the City of McGregor and contracts the operation of the transfer station to J&H Transfer. This transfer station offers the collection of mixed municipal solid waste (MSW), demolition waste, recyclables and problem materials. Household hazardous waste is collected during two (2) one-day collection events, during the month of May and September, at the Aitkin County Recycling Center in Aitkin, MN.

The County has established an education program with an emphasis on waste reduction, recycling, household hazardous waste and problem material management.

The County has two (2) closed landfills, Aitkin County Area Landfill and Hickory Grove Landfill that have been enrolled into the MPCA Closed Landfill Program. Certificates of compliance were issued in 1997. Ownership of these landfills is now with the MPCA.

Waste generated in the County is currently being delivered to three (3) private landfills for final disposal with - 99 percent sent to the East Central Solid Waste Commission Landfill in Mora, Minnesota, .5 percent is sent to the Elk River Landfill in Elk River, Minnesota and .5 percent is sent to the Greater Morrison

Landfill in Little Falls, Minnesota.

The existing integrated solid waste management system encompasses a broad range of program elements which include:

- waste reduction
- waste education
- recycling
- yard waste management
- land disposal
- tire management
- major appliance management
- electronics management
- used oil, lead acid and dry cell battery management
- household hazardous waste management
- very small quantity generator management
- pharmaceutical management
- demolition debris management
- solid waste ordinance and licensing
- backyard burning, onsite and unauthorized disposal program

This Plan proposes continuation and, in specific cases, expansion of the above-mentioned programs and considers them an integral part of a successful integrated solid waste system. The County will work with Crow Wing County on the management of problem materials when the opportunity exists. The County will continue to evaluate existing programs based on environmental, economic, legal and geographic criteria.

The County is currently in the third-year of a seven-year contract with Garrison Disposal for recycling services. The service consists of operating the County recycling center and numerous manned and unmanned canister locations. Recyclable materials collected are paper, cardboard, aluminum, glass, tin and plastic. In 2010 the County entered into an agreement with J&H Transfer for recycling services at the McGregor Transfer Station and J&H Transfer Station. This agreement is in its third-year of a seven year agreement.

C. Solid Waste Abatement Goals

The County has established solid waste abatement goals for a ten-year period. These goals can be found in the Goal Volume Table located in Appendix A. The budget for the programs necessary to obtain these goals is provided in Appendix G.

D. Waste Abatement System

Waste Reduction

Aitkin County regards source reduction as a primary solid waste issue. The County will continue to provide information to residents and businesses regarding this issue. The County believes that weight/volume based tipping fees and public education are the most effective methods of reducing waste generation.

Aitkin County will expand three (3) programs on waste reduction: (1) public education; (2) waste reduction in businesses; and (3) establish a cooperative working relationship with Crow Wing County on waste reduction. In addition, the County will continue to work with the North East Waste Advisory Council (NEWAC) in sponsoring regional waste reduction programs. Specific information on Aitkin County's proposed waste reduction programs can be found in Chapter III of this Plan.

Waste Education

Aitkin County considers public education to be a very important component in its strategy to achieve waste abatement goals and is planning accordingly. Ongoing public education shall be provided for all elements of the solid waste program that can benefit from an informed public. Public education shall have a prominent role in Aitkin County's waste reduction, recycling, yard waste composting, household hazardous waste, and land disposal programs.

The County will utilize the local media, MPCA pamphlets, County produced literature, public presentations, fairs, open houses, and onsite visits to enhance its waste education program.

Additional information on the County's waste education program can be found in Chapter III of this Plan.

Recycling

Aitkin County endorses State recycling goals and policies, and intends to meet and exceed this goal. The County has established ambitious goals to meet the State's 35 percent recycling rate by 2022. The County will work with businesses to increase the accuracy and number of returned annual recycling reports.

Aitkin County intends to continue with its existing program and will increase its educational efforts to residents and businesses. The County intends to make amendments to the Solid Waste Ordinance as needed to maintain recycling rates. The County intends to create problem material management programs in

conjunction with Crow Wing County. These materials could include waste electronics, tires, appliances, and HHW.

Aitkin County will also begin discussions with Crow Wing County, East Central Solid Waste Commission, Garrison Disposal and J&H Transfer on a mattress recycling program.

Aitkin County will be requesting annual reporting from the five public drop-off yard waste composting sites.

Additional information on the County's recycling program can be found in Chapter III of this Plan.

Yard Waste Composting

The County banned yard waste from MSW in 1992. There are five (5) public drop-off sites for yard waste located within the County. The County plans to promote onsite management of yard waste in educational materials and through public awareness presentations.

Aitkin County residents are well informed on the benefits of yard waste and organics composting. The practice of onsite composting has been ongoing for several generations. There is a large amount of yard waste and compostable organics that are disposed of onsite at residential properties each year that is not being counted towards the County's recycling rate. Yard sizes in rural areas are, on average, significantly larger than in more suburban areas where curbside collection is offered. The annual tonnage of organics composted onsite each year, per residential property, should be quantified. This will take the cooperation of the MPCA, composting facilities, and local units of government.

Information on the County's yard waste program can be found in Chapter III of this plan.

Household Hazardous Waste

The County will continue to participate in the regional household hazardous waste program in conjunction with Western Lake Superior Sanitary District (WLSSD), and will continue to provide household hazardous waste education programs. The County plans to continue holding two (2) collection events each year.

A Very Small Quantity Generators (VSQG) collection program is currently being operated in cooperation with appropriate state agencies and WLSSD which brings a mobile collection to Aitkin County.

Additional information on the County's household hazardous waste program can be found in Chapter III of this Plan.

Other Abatement Programs

Information on the County's special waste and related programs can be found in Chapter III of this Plan.

Solid Waste Ordinance

The Aitkin County Solid Waste Ordinance was adopted in the early seventies and an official copy filed in 1990 is provided in Appendix E. Amendments to the Ordinance are planned in 2014 to include provisions for annual recycling and waste tonnage reporting and updating of current language.

E. Waste Disposal System

Existing Solid Waste Management System

Approximately 99% of the waste generated in Aitkin County is disposed of at the East Central Solid Waste Commission Landfill and the remainder is divided between the Elk River Landfill and Greater Morrison Landfill. The existing disposal system contains the following components: waste reduction; waste education; recycling; yard waste composting; household hazardous waste management; special waste management; and transfer of MSW to landfills.

MSW Disposal System

Aitkin County has chosen to allow the private sector to determine where the MSW will be disposed of. At the present time, 99 percent of the waste is being disposed of at the East Central Solid Waste Commission Landfill in Mora, Minnesota, .5 percent is sent to the Elk River Landfill in Elk River, Minnesota and .5 percent to the Greater Morrison Landfill in Little Falls, Minnesota. Aitkin County will maintain and expand its solid waste abatement program in an attempt to meet the State's 35 percent abatement goal. It is estimated that Aitkin County will need 10,000 cubic yards of landfill space annually over the next ten years to meet its disposal needs.

Alternative System Analysis

Aitkin County will continue to rely on waste abatement programs and projects to reduce the amount of waste landfilled. Aitkin County will look into programs to remove and/or increase the amount of electronics, tires, scrap metal, appliances and other problem materials collected from the waste stream. Market rates will determine where companies dispose of MSW. However, Aitkin County will

continue to participate in regional planning to ensure the County has MSW management options available.

F. Management & Planning

Aitkin County recognizes the need to evaluate and consider solid waste management alternatives, including regional solutions for waste abatement. The County is concerned with the rising cost of waste management, the environmental impacts of land disposal, long term waste abatement solutions, and achieving the reduction and recycling goals set by the State. Currently, the County is participating in the North East Waste Advisory Council (NEWAC) a regional task force consisting of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St.Louis counties and the Western Lake Superior Sanitary District (WLSSD). While cooperative efforts in the management of MSW have not been proven viable for Aitkin and some other counties involved, several counties are still pursuing cooperative alternatives. Investigation of regional efforts in other areas of solid waste management such as in education, problem materials management, operator training, etc., is continuing. The County intends to participate actively in this process. In addition to the regional planning mentioned above, Aitkin County will work with Crow Wing County and East Central Solid Waste Commission on partnerships for problem material management.

Local Planning

Aitkin County believes that the proposed integrated solid waste management system within this Plan is the most feasible and prudent system available to the County at this time. The County intends to continue its solid waste management planning. In ten years, Aitkin County will submit a new plan to address changes and improvements to the overall system, including regional planning and initiation of greater resource recovery and waste abatement efforts.

G. System Summary (Flow and Cost Tables)

Aitkin County generates approximately 13,319 tons of waste per year. Over the next ten years 63 percent of the waste generated will be land disposed and 35 percent will be abated through alternative management programs. Approximately 2 percent is estimated to be disposed onsite. The following table shows the waste system components and the percent to be managed through abatement and land disposal for a ten year period. The goal volume table located in Appendix A provides a ten year estimate of Aitkin County's waste flow.

System Flow	2013	2017	2022
Total Waste Managed (Tons Per Year)	13,426	13,860	14,424
Management Method (%)			
Residential/Commercial Recycling	18.5	22.5	31.5
Problem Material Recycling	3.7	3.6	3.5
Illegal Onsite Disposal	2.3	2.1	2.0
Land Disposal	75.5	71.8	63

Waste System Cost

A detailed estimate of County solid waste costs for the ten-year planning period can be found in the solid waste budget in Appendix G. A summary of costs, at current staffing levels, for the first five years are listed in the table below.

Program	2013	2014	2015	2016	2017
Administration	\$150525	\$153535	\$156605	\$159737	\$162932
Recycling Contract	\$70000	\$71400	\$72828	\$74285	\$75770
HHW Management	\$12000	\$12240	\$12485	\$12734	\$12989
Capitol Expenditures	\$5000	\$5101	\$5203	\$5307	\$5414
Problem Material Manag.	\$3000	\$3060	\$3121	\$3184	\$3247
Education	\$6250	\$6375	\$6503	\$6633	\$6765
Total Costs	\$246775	\$251711	\$256745	\$261880	\$267117

c:solidwasteplan.chpts1

Chapter II. COUNTY BACKGROUND INFORMATION

A. Population

Population Distribution

According to the State Demographer's Office, 78 percent of the County's population or 12,672 persons resided in 40 townships in 2010. Aitkin County has 6 municipalities that make up the balance of population or 3,530 persons. Aitkin, the County seat, is the largest city located at the intersection of Highway 169 and Highway 210. Table II-1 illustrates the population changes in the County's cities from 2000 to 2010.

**Table II-1
CITY POPULATION CHANGES 2000 TO 2010**

City	2000	2010	Pop Change	Percent Change
Aitkin	1984	2165	181	9.1%
Hill City	479	633	154	32.1%
McGrath	65	80	15	23.1%
McGregor	404	391	-13	-3.2%
Palisade	118	167	49	41.5%
Tamarack	59	94	35	59.3%
Totals:	3,109	3,530	421	13.54%

Source: Minnesota State Demographic Center, 2010

Approximately, 16,202 people reside in 1,828 square miles in the County with about 3,530 living within the communities noted above. Most of the population is spread out around the County at an average rate of less than 7 persons per square mile.

Population Changes & Projections

Table II-2 presents Aitkin County's 1990, 2000 and 2010 population and the percentage change that occurred after each census period. Aitkin County's population had experienced a 23 percent increase from 1990 to 2000 and a 5.9 percent increase from 2000 to 2010. The Minnesota population change map on page II-2 shows the County's change in relation to that of other counties from 2000 to 2010. Based on historic data and forecast in migration trends, the Minnesota State Demographer projects a continued increase in population through 2025.

Table II-3 illustrates Aitkin County's population projections for the next fifteen years developed by the Minnesota Department of Administration/Office of

Geographic and Demographic Analysis. Aitkin County's ten-year population projection is presented in the Goal-Volume Table (GVT) in Appendix A.

**TABLE II-2
AITKIN COUNTY POPULATION 1990-2010**

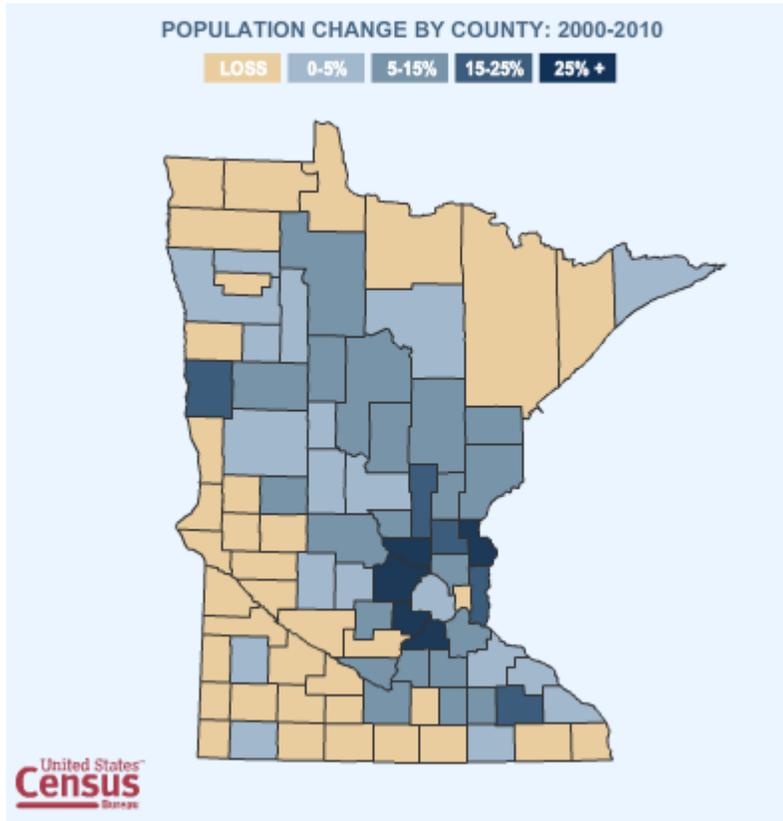
	1990 2000 Census		% Change	2000 2010 Census		% Change
County Total	12,425	15,301	23.1	15,301	16,202	5.9

Source: Minnesota State Demographic Center, US Census 2010

**TABLE II-3
AITKIN COUNTY POPULATION & HOUSEHOLD PROJECTIONS 2010-2020**

	2010	2015	2020	2025	% Change 2010-2025
Population	16,202	16,859	17,545	18,129	11.9%
Households	7,299	7,669	8,011	8,278	13.4%

Source: MN Department of Administration/Office of Geographic & Demographic Analysis



B. Land Use

Aitkin County is located near the SE corner of the Arrowhead area of the state and encompasses 1,828 square miles. Land ownership is approximately 46 percent private, 34 percent state, 19 percent county and one percent federal. Land is used primarily for forestry and agricultural purposes.

Approximately, 65 percent of the County's is forestland. Of this forested area, approximately 40 percent are in under-stock cover types to include marsh, bog and brush land. The other major types include aspen-birch, northern and lowland hardwoods and conifers.

Roughly, 64,500 acres is currently in cropland of which the principal crops are hay, small grains and corn. Specialty crops such as potatoes, strawberries and wild rice are grown in the County. Aitkin County was once the largest wild rice producing area in the State with approximately 8,000 acres of paddies. The acres of crop land and rice paddies have been significantly reduced due to the conversion of these acres to wetland banks for mitigation of wetland impacts.

There are 538 farms comprising 133,000 acres in the County with the average farm being 247 acres. Grain crops constitute the largest single source of farm income followed by beef cattle.

Aitkin County has approximately 113,000 acres of surface water. From about 1990 to 2006, the County experienced rapid residential development adjacent to these waters. Lakes and rivers were being developed for weekend cabins so quickly that demand for riparian lands forced prices to more than double. Since the economic downturn, the demand for lake shore property has declined and so has the amount of development.

Aitkin County's major transportation routes include Federal Highway 169 and State Highways 47, 65, 200, 210 and 18.

C. Employment and Economic Conditions

With the exception of agriculture, mining and manufacturing, Aitkin County saw employment increases in all major industries between 2000 and 2012. Table II-4 on page II-4 provides employment data from the 2012 Census for all major industries in Aitkin County. Currently, most job growth appears to be taking place in recreation/food services, and education, health care and social services. Overall, employment has increased by 9.2 percent.

The unemployment rate gradually increased from 5 percent in June 2006 to 9.7 percent in June of 2009. This increase is a result of the great recession the country has been in since 2007. The unemployment rate has gradually dropped

since 2009 to a rate of 6.0% in October of 2012. Minnesota and the US average unemployment rates for October 2012 were 5.6 and 7.9 percent respectively.

Furthermore, it should also be noted that Aitkin County, like others in the arrowhead region, experience seasonal shifts in unemployment due the type of employment activities. However, these shifts should be less of an impact as the County's economic base continues to diversify and grow.

**TABLE II-4
EMPLOYMENT BY MAJOR INDUSTRY 2000 - 2012**

Industry	2000			2012		Change 2000-2012	
	Persons	Percent		Persons	Percent	Number	Percent
Farming, fisheries, forestry & mining	326	5.2		265	3.9	- 61	-18.71
Construction	616	9.9		707	10.4	91	14.77
Manufacturing	847	13.6		714	10.5	-133	-15.7
Wholesale Trade	127	2.0		136	2.0	9	7.08
Retail Trade	674	10.8		758	11.0	84	12.46
Tran.Com.Util	400	6.4		504	7.4	104	26.0
Finan.Ins.Real	287	4.6		333	4.9	46	16.02
Recreation, Food Services	861	13.8		982	14.4	121	14.05
Educ.Health, Social Services	1,244	19.91		1,416	20.8	172	13.82
Professional Services	554	8.87		652	9.6	98	17.69
Public Admin.	306	4.9		349	5.1	43	14.05
Total:	6,242	100		6,816	100	574	9.2

Source: Minnesota State Demographic Center, 2012

The 2000 Census estimated that the median household income in Aitkin County to be \$31,139. This compares with the median household income in the State of Minnesota at \$47,111. In 2011, the median household income reported by the US Census Bureau for Aitkin County was \$41,301 or 33 percent greater than the 2000 estimate.

Similarly, the 2000 Census estimated that the per capita income for Aitkin County to be \$17,848. This compares with the per capita income in the State of Minnesota at \$23,198. In 2011, the per capita income reported by the US Census Bureau for Aitkin was \$24,694 or 38 percent greater than the 2000 estimate.

Taken together, both household and per capita income is expected to grow over the next decade due to economic opportunities associated with population growth and the development of recreational homes and businesses.

D. Summary

Aitkin County will continue to experience population growth over the planning period. This will impact the health care, long term care, governmental and socio-political needs. All of these and other changes will impact the solid waste management system. Other changes possibly impacting the solid waste services include: mining in the Tamarack area, timber and fiber demand, resorts increasing in size, continued development of the lakeshore, and increase in specialized businesses.

E. Waste Generation

In 2012, Aitkin County generated approximately 13,319 tons of municipal solid waste (MSW) or 36 tons per day. This includes 2760 tons of recyclables and 10,055 tons of MSW that was landfilled. This does not include industrial waste or 13,382 cubic yards of demolition debris. Future County abatement goals and projected solid waste generation rates are a part of the Goal-Volume Table (GVT). The GVT located in Appendix A of the plan estimates a 2012 per capita solid waste generation rate of 4.37 pounds per person per day. The estimated residential waste generation rate was .35 pounds per person per day.

The solid waste stream in Aitkin County consists of primarily household and commercial waste with some demolition debris and industrial waste. The estimated percentage for each is 57 percent residential, 10 percent commercial, 1 percent industrial, and 32 percent demolition waste.

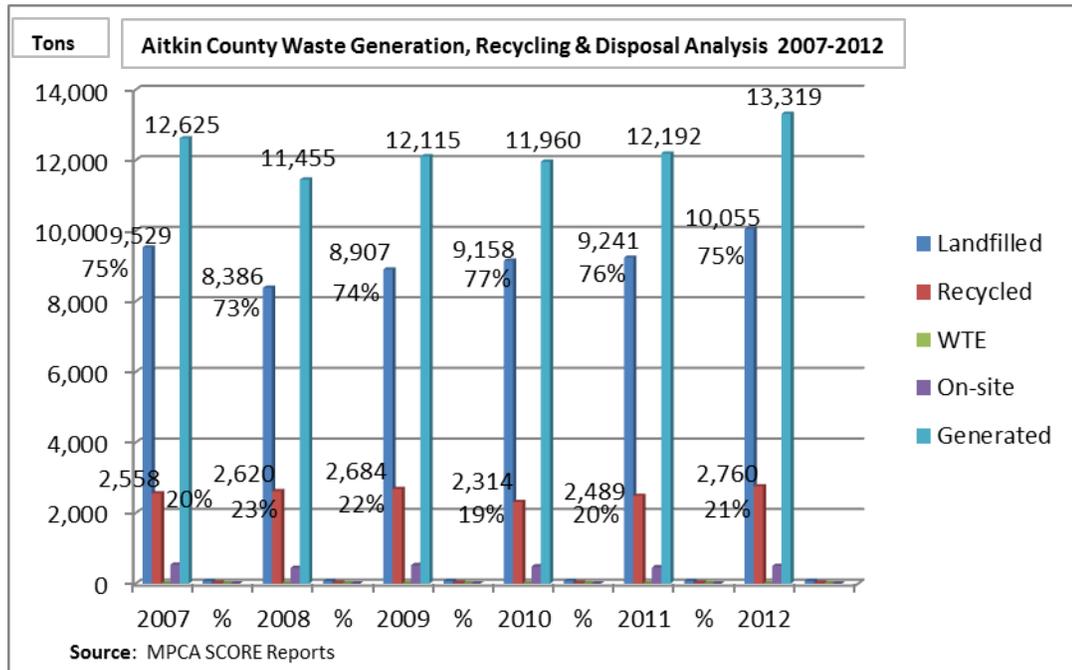
Table II-5 and figure II-1 illustrate Aitkin County's waste generation, recycling and disposal estimates from 2007 through 2012 utilizing MPCA SCORE Reports. Please refer to the GVT in Appendix A for waste generation estimates covering the ten-year planning period.

Table II-5

Aitkin County Waste Generation, Recycling and Disposal Analysis 2007-2012

Method	2007	%	2008	%	2009	%	2010	%	2011	%	2012	%
Landfilled	9,529	75	8,386	73	8,907	74	9,158	77	9,241	76	10,055	75
Recycled	2,558	20	2,620	23	2,684	22	2,314	19	2,489	20	2,760	21
WTE	0	0	0	0	0	0	0	0	0	0	0	0
On-site	538	4	449	4	524	4	488	4	462	4	503	4
Generated	12,625		11,455		12,115		11,960		12,192		13,319	

Figure II-1



Large Waste Generators

Aitkin County solid waste staff estimates that 35 percent of the municipal waste stream is commercial waste. As with other rural counties with limited industry, Aitkin County has few large waste generators. According to Garrison disposal, the largest waste generators are also the top recyclers.

The large waste generators and major recyclers within Aitkin County are Paulbeck's Super Valu, Aicota Nursing Home, Riverwood Health Care Center, Lakes States Lumber and Sherwood Forest Campground. The type of waste generated includes packaging materials such as paper and cardboard, and food waste. Material recovered for recycling includes paper, cardboard, glass, metal and magazines.

Demolition Debris

Demolition waste is disposed of at the Oakridge Demolition Landfill that is owned and managed by Waste Management. The facility is located six miles south of the City of Aitkin on Highway 169. In 2012, Oakridge Demolition Landfill accepted 13,382 cubic yards of demolition debris. As the economy improves it is expected the amount of materials disposed of at the facility will increase. The landfill service area includes Crow Wing County. The expected site life of this facility is about 35 years.

Aitkin County staff discourages permit-by-rule sites since a disposal facility is available and the many wetland areas and topography of the County limit the availability of permit-by-rule sites.

Seasonal Variation

Due to the many lakes in Aitkin County, the population increases during the months of May through September by about 50,000 – 60,000 persons. Accordingly, the private collection and disposal system adjusts to this influx of visitors by adding collection services. The County implemented a park, campground and resort-recycling program partially funded by an OEA grant in 1997. Seven (7) recycling shelters were constructed at various campgrounds within the County. One shelter has been removed because of continuous contamination of the recyclables.

F. Waste Composition

Aitkin County has not conducted a waste characterization study to determine precisely the types and quantities of waste generated within the waste stream. Aitkin County has assumed the waste composition to be typical of other rural areas of the state. In March of 2000, the MPCA and OEA released a final report on a statewide waste composition study. Appendix B contains a copy of the report's executive summary.

G. Solid Waste Collection

Solid waste collection service in Aitkin County is provided by small commercial waste haulers who contract directly with individual generators. Weekly curbside collection service is available in the City of Aitkin, Hill City and a portion of the rural areas of the County. The remaining rural areas of the County are served by municipal solid waste drop-off sites located at Garrison Disposal Transfer Station, McGregor Transfer Station, J&H Transfer Station and during the attended recycling drop-off sites. The McGregor Transfer Station is owned by the County and operated by J&H Transfer. Garrison Disposal, a private

company manages the attended recycling drop-offs as part of the Aitkin County Recycling Agreement found in Appendix D.

A map depicting the location of all recycling drop-off sites, oil and oil filter disposal locations, the transfer stations, leaf compost sites, closed landfills, the demolition landfill, municipal solid waste drop-off sites and the product exchange is found in Appendix C.

Waste collection services are provided by ten (10) licensed MSW haulers. All MSW haulers working in Aitkin County must obtain an annual license from the Aitkin County Auditor. The current license fee is \$100.00 per company. Table II-6 illustrates the name of each company, account types served, areas served and the service offered at this time.

**TABLE II-6
WASTE COLLECTORS**

Hauler Name	Account Types	Area Served	Services Offered
Garrison Disposal	Residential, Commercial	Entire County, City of Aitkin	MSW, Recycling within city limits, Demo.
Wayne's Sanitation	Residential, Commercial	Southeast	MSW
Lakes Sanitation	Residential, Commercial	1/3–Northern 1/3-North Central	MSW, Recycling in McGregor, Demo
Voyagers Disposal	Demolition	Entire County	Demolition only
Mille Lacs Band Public Works	Residential, Commercial	East Central	MSW
Blue Lake Disposal	Residential	West Central	MSW
Quality Disposal Systems	Residential, Commercial	South	MSW
The Local Boy	Residential, Commercial	Northern	MSW
Norland Sanitary Services	Residential, Commercial	Northern	MXW, Demo
Waste Management	Residential, Commercial	Entire County	MSW, Recycling

Rates and Fees

The cost of curbside collection service offered by MSW haulers is approximately \$24.00 per month for a 40-gallon container, \$26.00 per month for a 60-gallon container and \$28.00 per month for a 90-gallon container. Each of these rates is for collection of solid waste once per week. The disposal rate at the three (3) canister sites is \$4.00 - \$6.00 per 30-gallon bag.

Aitkin County has passed a resolution that requires haulers to employ volume base pricing. Actual rates are set by individual private haulers. Monthly residential and commercial service fees are dependent on the type and frequency of service, accessibility of collection points, transportation logistics and ultimate haulers disposal cost.

Uncollected Waste Estimate

Waste collection in the County is not mandatory. All residents in the County have access to solid waste service through self-hauling or collection service. It is estimated that 94 percent of households have access to curbside collection service. This includes all city residents and a majority of the rural households. Of the remaining households, it is estimated that 4 percent dispose of their waste on-site and 2 percent utilize one of the two municipal solid waste canister sites or the recycling drop-off locations. The amount of on-site waste to include problem materials not recycled is estimated at 503 tons per year.

H. Summary

The population density within Aitkin County and lack of curbside recycling opportunities will continue to be a barrier on getting recyclable materials to the recycling center. The small number of large waste generators and recyclers makes it difficult to achieve the states recycling goals. Collecting annual reports from local businesses has been a struggle but is improving. The County will have to pursue more convenient collection locations, increase reporting from businesses and find additional materials for recycling. The addition of any large retailer or industrial facility would be a great benefit to the local economy and potentially provide a significant source of recyclable materials.

I. Review of Planning History

Past Solid Waste Planning Activities

Past solid waste planning activities have focused on closure of two (2) landfills in the County and ensuring that opportunities exist for citizens and businesses to dispose of waste. Some of these activities include:

- Solid waste management plans completed in 1987, 1992, 1996 and 2003.
- Contractual arrangements with Garrison Disposal for recycling services since 1992.
- Contractual arrangements with J&H Transfer for operation of the McGregor Transfer Station since 2007.
- Contractual arrangements with J&H Transfer for recycling services since 2011.
- Providing household hazardous waste and very small quantity generator services in conjunction with WLSSD.

- Used oil and filter drop-off locations.
- Used Antifreeze drop-of location.
- Leaf composting sites.
- Annual recycling reports.
- Enrolled two landfills in State closed landfill clean-up program.
- Electronics collection for residents and businesses.
- Tire and Appliance collection events.
- Pharmaceutical drop-off site in the Sheriffs Lobby of the Courthouse.

Current Local and Regional Planning

Current local solid waste planning activities are focused primarily on promoting environmentally sound disposal and recycling options. These efforts are targeted at residential, commercial and industrial sectors. Action plans and implementation plans have focused on education about proper solid waste management practices and the creation of an infrastructure that provides everyone in the County access to proper waste management services.

Regionally, Aitkin County is a member of the Northeast Waste Advisory Council (NEWAC). The council was formed on July 13, 1992 to investigate the potential of developing a regional solid waste management plan for nine (9) counties in Central and Northeastern Minnesota. NEWAC originally included Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake and St. Louis counties and the Western Lake Superior Sanitary District (WLSSD). The council's members include a commissioner from each County and the WLSSD with the solid waste officers participating as ex-officio members.

In 1996, NEWAC with assistance from the Arrowhead Regional Development Commission (ARDC), obtained a grant to develop a regional solid waste management plan. ARDC completed the plan in May of 1996 with all counties approving its content and direction.

Aitkin County intends to continue its solid waste management planning efforts and will provide an update of this Plan within ten (10) years of the approval of this document.

Past Impediments or Barriers to Development of Regional Projects

Barriers to regional projects include private control of waste flow, transportation distances to facilities, facility closures, system cost, legal waste assurance mechanisms, cooperation and agreement among counties.

Resolution of Conflicting or Overlapping Local Waste Management Efforts

The County has not experienced conflicting or overlapping management efforts.

Chapter III. Existing and Proposed Integrated Solid Waste Management System

Overall Policies and Goals

Aitkin County plans to maintain current waste reduction, recycling and reuse programs that are currently running in the County. We also feel that these programs are a significant asset for long term economic stability within the County and the State. We foresee a need to increase the amount of funding and staff towards these programs to continue to increase their effectiveness. However, Aitkin County feels that major accomplishments can only be achieved through cooperation from the legislature and manufacturers, retail outlets and buyers.

History of Solid Waste System Development

Minnesota's statewide recycling efforts began in earnest in 1989, when the Legislature adopted comprehensive legislation based on the recommendation of the Governor's Select Committee on Recycling and the Environment (SCORE). This set of laws, commonly referred to as SCORE, initiated a "stable" source of State funding for programs related to recycling, waste reduction, and the improved management of household hazardous wastes and problem materials. SCORE related programs are a key element of Aitkin County's integrated solid waste management program which are administered by the Environmental Services Department.

The County's efforts on developing a solid waste management program began in 1974 with the permitting of the Aitkin Area Sanitary Landfill (SW-145). This landfill was in operation for approximately 16 years; ceasing operation in 1990. Prior to this, many of the communities within the County had their own local dump. In 1990, Aitkin County entered into an agreement with Garrison Disposal for providing recycling services within Aitkin County. In 1992, Aitkin County received a Capitol Assistance Program Grant from the Office of Environmental Assistance for the construction of the Aitkin County Recycling Center. The recycling center became the focal point for recycling, hazardous waste and problem material collection. In 1995, the Oak Ridge Demolition Landfill was permitted by the MPCA (SW-541). In 2010, Aitkin County expanded its recycling agreement to include J&H Transfer for recycling services. Currently all mixed municipal solid waste is being collected by private haulers which operate their own transfer stations, or direct haul to the Elk River Landfill or East Central Landfill.

Achievements, Opportunities and Challenges

Aitkin County has, and will continue to, focus on waste reduction, waste education, and recycling. Our waste reduction and waste education efforts begin at the grade school level, where we offer training events and contests. Our 6th graders have participated and won numerous awards at the regional Waste Reduction Art Contest. With the elimination of the waste reduction and yard waste credits, more effort will be placed on recycling. Recycling opportunities have expanded to include electronics, pharmaceuticals, oil and filters. In order to increase the amount of recyclable materials collected, we need more participation from local businesses and more accurate reporting from those already participating, expansion on the kinds of materials collected,

and more convenient opportunities to recycle. Due to the physical size and low population in the rural areas of the County, logistical and economic problems exist.

A. Solid Waste Reduction

GENERAL POLICY AND GOALS:

Source reduction is very difficult to quantify. Aitkin County plans to maintain current waste reduction programs. Aitkin County recognizes that it must serve as an example to local municipalities, businesses and residents by reducing waste generated at County sources. However, the County feels that major accomplishments can only be achieved through cooperation from the legislature and manufacturers. In 2013 the state eliminated the 3% SCORE credit for waste reduction activities performed by counties. In order to make up this 3% credit, Aitkin County will concentrate more time and money to increase the types and amounts of materials collected for recycling.

EXISTING PROGRAM:

Aitkin County's existing program consists primarily of a public education program in conjunction with our overall solid waste program, and volume-based tipping fees.

Aitkin County's activities include the promotion of waste reduction using various methods of education. In 1995, the County began participating in an annual event called "Environmental Education Day" which is held at the Long Lake Conservation Center in September. Four educational presentations are given at this event to sixth grade students in the County. Furthermore, periodic waste reduction and recycling presentations are made in the schools. Waste inventories are periodically conducted with businesses and the County complex. The County has ongoing distribution of source reduction brochures, flyers and posters. The County participates in several local events distributing literature. The County also sponsors a continuous advertising campaign using newspaper, radio and television advertising to reach businesses and residents.

At the regional level, Aitkin County also participated in the Northeast Waste Advisory Council 's (NEWAC) Waste Reduction Art Contest. The contest challenged sixth grade students to submit their best waste reduction idea or concept in the form of artwork with an essay describing their proposal. Every year Aitkin County has had multiple winners and has set the bar for other counties to meet. This contest has been removed from the regional agenda. To replace the Art Contest, Aitkin County provides a Recycling Relay to the sixth graders. In this relay, the kids remove items from a trash bag and attempt to place the items in the appropriate labeled plastic tote for final disposal. They are timed and scored on accuracy. They are also challenged on ideas to reduce and reuse waste products.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Provide better information to the public, including businesses and institutions, regarding solid waste costs.

- Establish a program to aid businesses in source reduction.
- Increase promotion of the Minnesota Materials Exchange program.
- Continue to participate in regional waste reduction programs such as the NEWAC Waste Reduction Art Contest.
- Continue to work with schools on waste reduction activities.
- Establish a cooperative working effort with Crow Wing County to share ideas and resources to reduce the amount and toxicity of waste generated within our counties.

RESPONSIBLE PERSONS:

Lead: Environmental Services Director
 Support: ESD Staff

REQUIRED STAFF TIME:

Staff time: 104 hours per year.

ESTIMATED PROGRAM BUDGET:

104 hours x \$40 = \$4,160 annually

SOURCE OF FINANCING:

General levy and SCORE

IMPLEMENTATION SCHEDULE:

Currently underway.

B. Solid Waste Education

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to educate its citizens, businesses and institutions about all aspects of solid waste management. Aitkin County's goal is to educate the general public and business community on the how, why, when and where of reduce, reuse, recycle and repair, and that disposal of solid waste in the County must be carried out in an environmentally sound manner.

EXISTING PROGRAM:

Aitkin County utilizes various means of media to educate and encourage the public and business community to reduce, reuse & recycle. An integrated approach towards educational awareness includes the use of radio, videos, MPCA kits, newspapers, informational brochures, County environmental education days, environmental health meetings, open houses, health fairs, government days and direct contact. The combined use of these various forms of media and tools provides an overlapping blanket of awareness and educational material to the entire

population. Each type of media is used uniquely and has varying levels of effectiveness.

SPECIFIC PROGRAMS TO BE DEVELOPED:

Aitkin County will be focusing its efforts to increase recycling. The focus will be on two areas: 1) the business sector - which will include better annual reporting, and education about source reduction, recycling, problem material and hazardous waste management; and 2) citizen awareness on how, what and where of recycling in Aitkin County. In addition, we will be working on a cooperative working relationship with Crow Wing County to assist each other in various programs, especially with problem material and hazardous waste management.

RESPONSIBLE PERSONS:

Lead: ESD Director.
Support: ESD Staff, SWAC and volunteers.

REQUIRED STAFF TIME:

Staff time: 208 hours per year.

ESTIMATED PROGRAM BUDGET:

208 hours x \$40 = \$8,320 annually

SOURCE OF FINANCING:

General levy and SCORE

IMPLEMENTATION SCHEDULE:

Currently underway.

C. Recycling

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to provide an opportunity to recycle to the residents and businesses of Aitkin County. The County has met the opportunity to recycle collection requirements. It is the goal of Aitkin County to achieve state imposed goals for recycling.

However, achieving the required 35 percent recycling rate, without any yard waste or source reduction credits, will be very difficult for a sparsely populated county with little industry and located far from any of the recycling markets. In addition, transportation costs for collection and marketing of the recyclable materials increases the cost of recycling. Aitkin County supports the idea of working on a regional approach to reduce

costs of recycling. A regional materials recovery facility or locating recyclable material markets in the north-east region may help reduce cost. Aitkin County believes it will take a significant increase in state funding to achieve this goal.

EXISTING PROGRAM

Aitkin County strives to achieve and exceed state goals for recycling. Meeting state goals in Aitkin County is difficult given the rural nature of the County. Statewide, recycling rates are driven by an array of geographic, demographic and economic factors. Four of these factors include: manufacturing activity; waste generation per capita; curbside collection potential; and clustering of population. Briefly, counties with more manufacturing, less waste generation per capita; more population centers with greater than 1,000 persons (curbside potential); and a higher proportion of residents living in larger cities versus those with a number of small cities are critical factors that drive recycling rates. With the exception of less generation of waste per capita than the state average, Aitkin County does not fit the profile of optimal conditions conducive to achieving high recycling rates.

In 2012, Aitkin County's recycling rate was 21 percent. The submittal of annual reports by businesses is an area that still needs improvement. The County will continue work with businesses to increase the accuracy and number of returned annual reports.

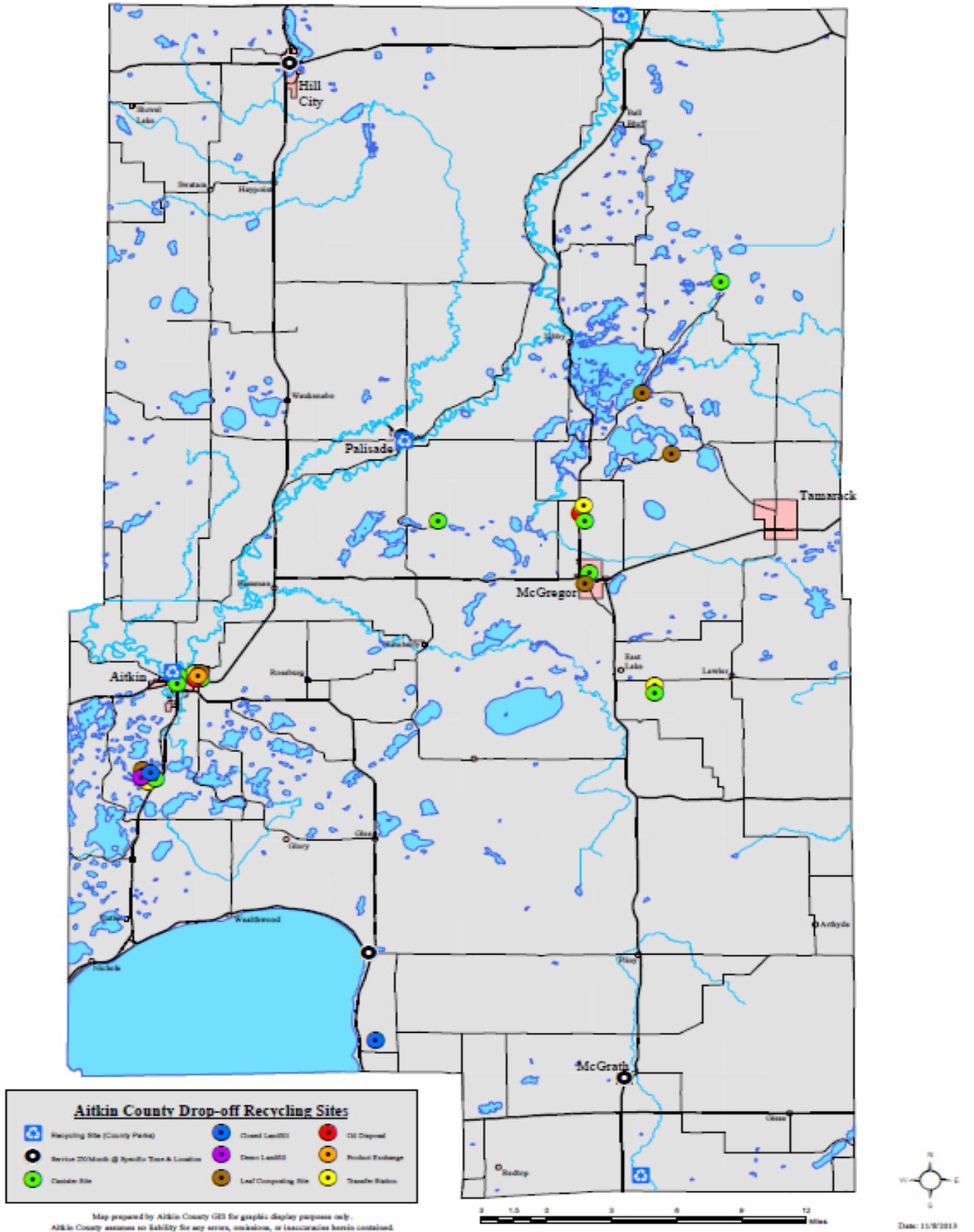
There is a large tonnage difference in the amount of recycled material collected from the year 2009 to 2010. The economic downturn saw less recycling by both the commercial and residential sectors. The largest commercial recycler, Aitkin Iron Works, is recycling about 100 tons per year less than in 2008. The reduction in residential recycling can be contributed to the economy. During recessions people buy less and with Aitkin County being a tourist destination we saw less seasonal use of properties.

As in any successful recycling program, convenience of use is paramount to public participation. Providing convenient recycling opportunities to all of the population is difficult. Approximately 16,202 people reside in 1,828 square miles in the County, with about 3530 people living within city limits. The City of Aitkin has a population of just over 2,000 people. With the exception of Hill City with a population of 633, all other communities are below 500 in population. Most of the population is spread out around the County at an average rate of less than 7 persons per square mile.

A successful recycling program also depends upon good market conditions for materials collected. Poor and volatile market conditions have been a problem for all processors that serve County programs. Improved market conditions would help to improve recycling in the County. Until market conditions significantly improve, it is imperative that the state substantially increase its funding to the rural counties in order to achieve a 35% recycling goal.

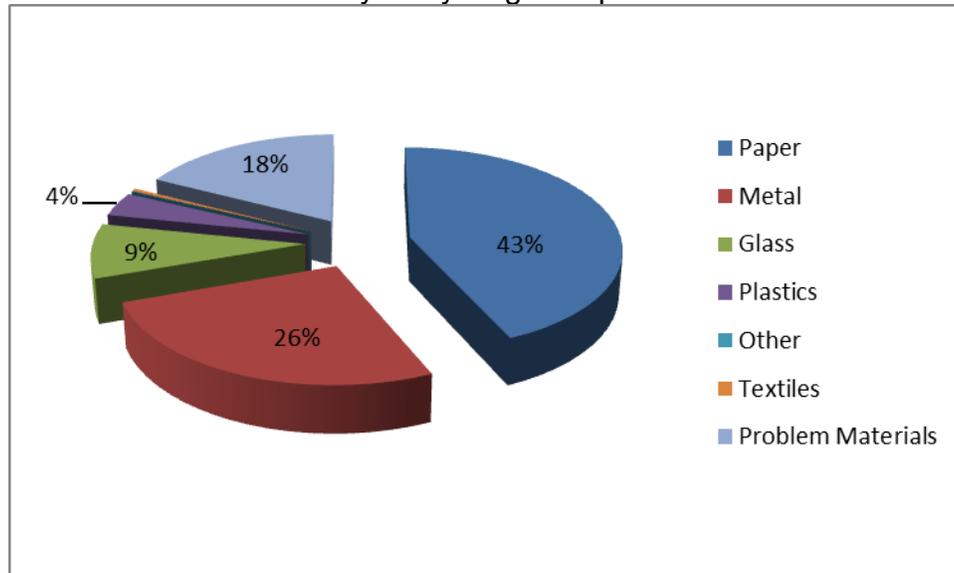
A map depicting locations of each recycling site, oil and oil filter recycling sites, transfer station/recycling center, leaf composting sites, and product exchange site is found below in Figure III-1.

Figure III-1



Materials collected, processed and marketed for year 2012 is contained in the 2012 SCORE Report in Appendix F and the goal volume table in Appendix A. Figure III-2 below depicts the types and, amounts of materials recycled in Aitkin County in 2012.

Figure III-2
Aitkin County Recycling Composition 2012



Aitkin County currently has curbside collection in the City of Aitkin.

The Aitkin County residential recycling center located on East Highway 210 in the City of Aitkin is owned by Aitkin County and operated by Garrison Disposal. The Aitkin County/Garrison Disposal Recycling Contract can be obtained from the Aitkin County Environmental Services Department. The recycling center is open Monday through Friday 8 a.m. to 5 p.m., Saturdays 8 a.m. to 12 p.m. Services other than listed below include aluminum can buy-back.

The Aitkin County Transfer Station located 3 miles north of the City of McGregor on Highway 65 is owned by Aitkin County and operated by J&H Transfer. The Transfer Station offers full recycling services. The Aitkin County/J&H Transfer Recycling Contract can be obtained from the Aitkin County Environmental Services Department. The Transfer Station is open 7 days a week.

There are 16 drop off recycling locations in Aitkin County at the following locations:

- | | |
|--------------------------------|-------------------------------|
| Aitkin County Courthouse | City of Malmo |
| Aitkin County Recycling center | City of McGrath |
| Aitkin County Transfer Station | City of McGregor |
| McGregor School | Savanna State Park |
| Aitkin High School | Rippleside Elementary School |
| City of Palisade | City of Hill City |
| Hill City School | Long Lake Conservation Center |
| Oakridge Demolition Landfill | J&H Transfer Station |

Materials recycled at curbside and drop off locations include:

- Corrugated
- Newsprint
- Office Paper
- Plastic #1, #2
- Glass
 - Brown
 - Green
 - Clear
- Aluminum
- Tin
- Phone Books
- Catalogs

Garrison Disposal offers commercial collection of recyclables that include; corrugated cardboard, glass, tin, aluminum and office paper.

There are three schools, two nursing homes and one hospital that recycle the following materials: Corrugated cardboard, plastic, paper, aluminum, tin and glass.

Aitkin County Courthouse facilities recycle plastic, glass, aluminum, corrugated cardboard, tin and paper. In addition, Aitkin County provides two used oil and oil filter collection sites at the following locations:

- Aitkin County Recycling Center, 36488 400th Ave, Aitkin, MN. The hours are Monday through Friday 8:00 a.m. to 5:00 p.m. and Saturday 8:00am to 12:00pm.
- McGregor Transfer Station, Highway 65, McGregor, MN. The facility is open 7 days a week. Summer hours are Monday thru Friday 8:00am to 4:00pm, and Saturday and Sunday 9:00am to 3:00pm.

Aitkin County has provided recycling shelters to four County owned and operated parks/campgrounds, Sandy Lake Recreational Area and Campground, and the McGregor City Hall. Materials collected are aluminum, tin, glass and plastic.

LOCAL MARKET CONDITIONS:

Aitkin County has no local markets for recyclable materials.

SPECIFIC PROGRAMS TO BE MAINTAINED:

Aitkin County plans to maintain its existing program and will increase its educational efforts to residents and businesses. If funding from the State is reduced, the recycling program will be reduced accordingly. Elimination of designated drop-off sites would be the first to be reduced based on volume of materials received versus cost to provide service.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Amend Solid Waste Ordinance to require licensed MSW haulers to report all wastes and recycled materials collected.
- If funding from the State is reduced, amend ordinance to require MSW haulers to provide recycling services to those customers requesting the service.
- Begin research and discussions on organized collection service.
- Increase educational efforts with the businesses to increase participation and reporting of materials collected.
- Explore opportunities to enhance or implement recycling opportunities focused on tourism and recreation.
- Locate sites for unattended recycling drop-off bins.

RESPONSIBLE PERSONS:

Lead: ESD Director.
Support: ESD Staff, SWAC.

REQUIRED STAFF TIME:

Staff time: 2080 hours per year.

ESTIMATED PROGRAM BUDGET:

2080 x \$40 = \$83,200 annually
Contract Services = \$75,000 annually
Operation, supplies and capitol expenditures = \$10,000 annually

SOURCE OF FINANCING:

General levy, SCORE and other grant funds.

IMPLEMENTATION SCHEDULE:

Aitkin County is continuously working to expand and improve recycling programs wherever possible. The County will continue to do this as well as plan and implement new programs where feasible.

D. Yard Waste

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to develop and implement programs that result in the proper management of all yard waste. It is the goal of Aitkin County to maintain yard waste drop off sites and to provide education, encourage backyard composting, and to consider the use of compostable materials for agricultural purposes.

EXISTING PROGRAM:

There are five (5) public drop-off sites for yard waste located within the County. These sites include the McGregor compost site located in the City of McGregor, Shamrock Township compost sites located on County Road 6 and 40, Oak Ridge Demolition Landfill and the Garrison Disposal facility in Aitkin .

Compost which is produced at the drop off sites is made available at no costs to residents. Finding a local market (residential use) is not difficult.

There is no curbside collection of yard waste within the County. Due to the rural nature of the County, yard waste is handled onsite by generators. Most residents simply mulch yard waste or compost yard wastes onsite.

The County provides information and education on the proper management of yard waste. The County distributes brochures, writes newspaper articles, discuss yard waste management at township meetings, community interest meetings, schools programs, County open houses, government days, health fairs, environmental education days, and the County fair.

SPECIFIC PROGRAMS TO BE DEVELOPED:

Aitkin County will maintain its current program with no substantial changes anticipated during the planning period. Without any curbside collection of yard waste it is difficult to quantify how many tons are being diverted form landfilling. Rural landowners have been in the habit of composting their yard waste for generations. Lawns in rural Minnesota are much larger than those in populated areas. Aitkin County believes the amount of yard waste being composted in Aitkin County exceeds 5% of the waste being generated.

RESPONSIBLE PERSONS:

Lead: ESD Director, Cities and Townships.

REQUIRED STAFF TIME:

Staff time: 104 hours per year.

ESTIMATED PROGRAM BUDGET:

Contained in the Solid Waste Reduction budget.

SOURCE OF FINANCING:

General levy and SCORE.

IMPLEMENTATION SCHEDULE:

Currently underway.

ENVIRONMENTAL RISKS:

At this time Aitkin County has not experienced any problems with odor or leachate generation from yard waste composting. The environmental risks are minimal with yard waste composting. If problems do occur, Aitkin County will investigate the site and work with the owner and the MPCA on remediation. Occasional turning of the compost piles has aided in the composting process and reduces the potential for environmental and public health impacts.

E. Land Disposal of MSW

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to minimize the land disposal of solid waste and maximize the recovery of waste generated. It is the goal of Aitkin County to implement programs that prevent, reduce, reuse, recycle and recover waste. At this time, Aitkin County relies upon land disposal for 75 percent of its waste stream. Due to the lack of capacity for Aitkin County's waste at existing facilities, the extreme cost of waste processing, and the lack of local control of the waste, Aitkin County will continue to allow the private sector to determine where the waste in this County will be delivered. Aitkin County will continue with its waste abatement programs to reduce the County's reliance upon land disposal.

EXISTING PROGRAM:

There are two (2) closed landfills within Aitkin County: the Aitkin County Area Landfill and the Hickory Grove Landfill. Both landfills are enrolled in the Minnesota Pollution Control Agency (MPCA) Landfill Clean Up Program. Through enrollment in this program Aitkin County is mitigating the environmental and public health impacts of past land disposal practices.

Disposal of waste generated in Aitkin County which is not reduced, reused or recycled through the many and varied program elements described in this plan is disposed of at a mix of public and private facilities. Garrison Disposal operates a transfer station at their facility in the City of Aitkin. Lakes Sanitation operates a transfer station at their facility in McGregor Township and the Aitkin County transfer station 3 miles north of the City of McGregor on Highway 65. Solid waste collection and disposal in Aitkin County is privatized, allowing private MSW haulers to determine the final disposal point of the waste. Aitkin County does not collect or haul waste and does not direct MSW haulers to disposal facilities. MSW haulers are required to abide by all federal, state, and local rules and regulations.

In 2012 MSW haulers reported they delivered waste to the Elk River Landfill, Greater Morrison County Landfill, Itasca County Transfer Station, and the East Central Landfill in Mora. Tonnage disposed of at these facilities is included in the goal volume table (Appendix A). The Elk River Landfill is owned and operated by Waste Management, Inc, the East Central Landfill is owned by East Central Solid Waste Commission, The Greater Morrison County Landfill is owned and operated by Morrison County, and the Itasca County Transfer Station is owned and operated by Itasca County. In 2012, ninety-six percent (9688.18 tons) of the waste was delivered to The East Central Solid Waste Commission Landfill in Mora for final disposal, three percent (302.5 tons) of the waste was delivered to the Elk River Landfill in Elk River for final disposal, and one percent (64.68 tons) of the waste was delivered to the Greater Morrison County Landfill for final disposal.

Aitkin County has no involvement in the operation of the facilities used by MSW haulers to dispose of waste. Each facility is operated according to local, state and federal rules and regulations. Plans for future development of these facilities is the responsibility of the owners and operators of the facilities.

Many of the typical environmental problems at landfills involve the production and seepage of leachate. All three landfills that receive Aitkin County waste have leachate collection and treatment capacities. Methane gas is collected and turned into energy at the Elk River Landfill. Each landfill possesses financial assurance with the MPCA for closure, post closure and contingency actions. According to the MPCA, all cost estimates for the funds are currently adequate and payments are in compliance.

ENVIRONMENTAL AND PUBLIC HEALTH RISKS:

In general, landfills represent a threat to environmental and/or public health via air pollution, and surface and ground water pollution. In addition, second generation landfills, while seeming to provide adequate environmental safeguards for the foreseeable future, defer potential problems to future generations. We can reasonably assume that second generation landfills will not leak immediately, we cannot make assumptions that will be valid over geologic time frames. In addition, it is difficult to assess the global impact of landfill greenhouse gas production. The safest solution is to acknowledge the potential global impact and mitigate the impact as much as possible.

As indicated earlier in this Plan, Aitkin County has chosen land disposal as its best option for managing its solid waste for the next 5-10 year period. The prohibitive cost for small-scale incineration and composting facilities prevent Aitkin County from building and operating such a facility. The prohibitive costs of transportation, the lack of long-term capacity at existing facilities and the lack of flow control prevent the County from committing to these operations.

Instead of processing solid waste, the County will concentrate on the removal of recyclables and problem materials from the waste stream prior to disposal. The County intends to maintain and improve its source reduction, reuse, recycling, problem materials management and special waste management programs as described within

this plan.

SPECIFIC PROGRAMS TO BE DEVELOPED:

Aitkin County will provide appliance and waste tire collections as needed, an annual electronics collection and two Household Hazardous waste collections per year. In addition, in conjunction with one of the household hazardous waste collections a cleanshop/small quantity generator collection will be held. Depending on the number of appliances and tires collected, this program may be provided yearly. Prior to any appliance or waste tire collection event, Aitkin County will discuss the collection events with local nonprofit and charitable organizations to see if they will sponsor these collections as fund raising events.

Aitkin County will evaluate and implement programs if appropriate, in the following areas:

- Develop programs to bring the uncollected waste into the County's solid waste management system
- Propose changes to the solid waste ordinance to increase the amount and numbers of recyclables collected
- Evaluate options to reduce the toxicity of the MSW
- Continue to look into regional options for the management and processing of MSW and recyclables. Please refer to the recycling section in this Chapter.
- Continue discussions with Crow Wing County on developing a working relationship on the management of household hazardous waste and problem material management.
- Begin discussions with Crow Wing County, the East Central Solid Waste Commission and local haulers on partnering on a mattress recycling program.

RESPONSIBLE PERSONS:

Lead: ESD Director
Support: County Board of Commissioners, Facility Owners, Waste Haulers.

REQUIRED STAFF TIME:

Staff time: 2080 hours per year

ESTIMATED PROGRAM BUDGET:

Contained in the recycling budgets

SOURCE OF FINANCING:

Tipping fee's and General Levy

IMPLEMENTATION SCHEDULE:

Ongoing Process

F. Waste Tire Disposal and Recovery

GENERAL POLICY AND GOALS:

Aitkin County has established and is maintaining a program that provides for the proper management of, and complies with Minnesota Statutes for, all waste tires generated within Aitkin County.

EXISTING PROGRAM:

Public Sector:

Aitkin County offers a waste tire collection day as the need arises. Based on the amount of tires received, these collection events could be held yearly. The County will be discussing the waste tire collection events with local nonprofit and charitable organizations to see if they will sponsor these collections as fund raising events.

Aitkin County has contracted with Liberty Tire of Savage Minnesota, an MPCA licensed tire transporter, for transport to a permitted tire processing facility.

Private Sector:

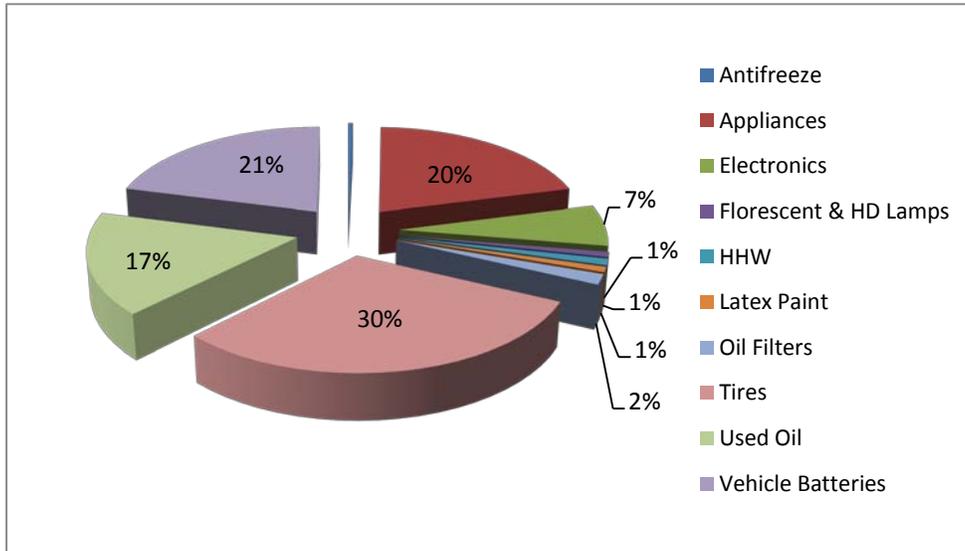
All tire retailers accept waste tires from their customers. These tires are periodically shipped to a licensed tire processing center.

Garrison Disposal, J&H Transfer and Oak Ridge Demolition Landfill accept waste tires from the public at their facilities for a fee. The fees vary from \$3.50 to \$5.00 for a car tire, \$4.50 to \$5.00 for a truck tire, \$8.00 to \$30.00 for a semi tire and \$10.00 to \$40.00 for a tractor tire. At this time, there are no permitted waste tire storage or processing facilities in Aitkin County.

The current solid waste ordinance does not specifically address waste tires. However, as a solid waste, the proper management of waste tires is provided for within the general terms of the ordinance. There are no known unpermitted waste tire dumps in the county.

In 2012, Aitkin County public and private entities collected 147 tons of waste tires representing 30 percent of problem materials collected that year. See Figure III-3 below.

**Figure III-3
Aitkin County Problem Materials Recovery 2012**



SPECIFIC PROGRAMS TO BE DEVELOPED:

- Continue to provide collection events for the disposal of waste tires.
- Work with local nonprofit and charitable organizations to see if they will sponsor waste tire collections as fund raising events.
- Begin discussions with Crow Wing County on sharing services, facilities and collection events.

ENFORCEMENT:

Aitkin County utilizes a complaint driven enforcement program. Owners of identified, non-permitted tire dumps will be required to clean the parcel to conform to Statute. County staff will work with the landowner to facilitate the clean-up, including working with the MPCA for funding, or if necessary, coordinated enforcement.

RESPONSIBLE PERSONS:

Lead: ESD Director.
Support: ESD Staff, Transfer Station Operators, Private Retailers.

REQUIRED STAFF TIME:

Staff time: 208 hours per year.

ESTIMATED PROGRAM BUDGET:

208 hours x \$40 = \$8,320

SOURCE OF FINANCING:

Program funding will be provided from tipping fees, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

Aitkin County will continue with its existing programs. Discussions with local non-profits and Crow Wing County will be on an ongoing basis.

G. Electronic Products

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to ensure that a collection option for electronic products is provided and its citizens and businesses are educated about the proper management of electronic products. It is the goal of Aitkin County to ensure that electronic products are properly disposed.

EXISTING PROGRAM:

Electronic products are accepted at the Garrison Disposal Transfer Facility, McGregor Transfer Station and J&H Transfer during the year for a fee. Residents have been able to recycle electronic products free of charge during one-day annual collection events since 2011. These collection events will continue on an annual basis as long as the cost remains at a minimum and may be expanded to include businesses at the contractor’s discretion. During 2012, the County collected and processed 32.25 tons of waste electronics representing 7 percent of all problem materials collected during that time.

The following are the quantities of used residential electronics collected during the one day events:

<u>Year</u>	<u>Amount (lbs)</u>	<u>Amount (ea)</u>
2011	70,346	unknown
2012	30,002	1172
<u>2013</u>	<u>34,151</u>	<u>792</u>
TOTAL	134,499	

The existing program also includes educating residents through the waste education program discussed in Section 2.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Aitkin County will continue to hold free waste electronic collection events provided the cost to hold these events remains at a minimum. No substantial changes to the existing program are anticipated during the planning period.
- Aitkin County will begin discussions with Crow Wing County on joint efforts to manage waste electronics.

RESPONSIBLE PERSONS:

Lead: ESD Director and Transfer Station Operators

REQUIRED STAFF TIME:

Staff time: 104 hours per year.

ESTIMATED PROGRAM BUDGET:

104 hours x \$40 = \$4,160.00

Funding will be provided from tipping fees, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

Aitkin County will continue with its existing program. Discussions with Crow Wing County will be on an ongoing basis.

H. Major Appliance Management

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to ensure that a collection option for appliances is provided and its citizens and businesses are educated about the proper management of major appliances. It is the goal of Aitkin County to ensure that major appliances are properly disposed.

EXISTING PROGRAM:

Appliances are accepted at the Garrison Disposal Transfer Facility, McGregor Transfer Station, J&H Transfer Station and Oakridge Demolition Landfill. Residents have been able to recycle appliances free of charge at some facilities and during clean-up days. However, depending on the scrap markets they may be charged from \$20.00 to \$46.00 (if Freon) per appliance. All the facilities are self-hauling their appliances to Crow Wing Recycling.

The contractors are certified in requirements for collectors and transporters and in compliance with all local, state and federal regulations for proper capture and disposal of hazardous products contained in the appliances.

The existing program also includes educating residents through the waste education program discussed in Section 2. In 2012, the County collected and processed 99 tons of appliances representing 21 percent of all problem materials collected that year.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Aitkin County will continue to hold waste appliance collection events as needed, and will work with local non-profit organizations to hold waste appliance collection events as fund raisers.
- Aitkin County will continue discussions with Crow Wing County on joint efforts to manage waste appliances.

RESPONSIBLE PERSONS:

Lead: ESD Director and Transfer Station Operators

REQUIRED STAFF TIME:

Staff time: 104 hours per year.

ESTIMATED PROGRAM BUDGET:

104 hours x \$40 = \$4,160.00

Funding will be provided from tipping fees, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

Aitkin County will continue with its existing programs. Discussions with local non-profits and Crow Wing County will be on an ongoing basis.

I. Used Oil Management

GENERAL POLICY AND GOALS:

Aitkin County will continue to provide a convenient collection system for its residents. It is the goal of the Aitkin County to ensure that its citizens are educated on proper disposal of waste oil and the harmful environmental effects created by improperly disposed waste oil.

EXISTING PROGRAM:

There are two (2) locations for the disposal of used oil and oil filters within the County. The Recycling Center in Aitkin and the McGregor Transfer Station serve as collection points for oil and oil filters. The collection of used oil and oil filters is also provided by the public sector at oil retailers for recycling, or energy recovery, or have signs posted informing their customers of the nearest disposal site. Used oil and oil filters are

collected during the County household hazardous waste days. Antifreeze is collected for recycling at the two locations and during the household hazardous waste collections.

The County will continue to run ads and print literature regarding waste oil and filter management. During 2012, the County collected and processed 80 tons of waste oil; 8 tons of oil filters and 2 tons of antifreeze representing 19 percent of all problem materials collected during that time.

SPECIFIC PROGRAMS TO BE DEVELOPED:

Aitkin County will explore the locations of other waste oil collection sites with local retailers. Locations in the northern and southern-eastern areas of the County will be pursued first. If grant money is available and willing local retailers are found, additional collection sites will be established.

RESPONSIBLE PERSONS:

Lead: ESD Director, County staff

REQUIRED STAFF TIME:

Staff time: 104 hours per year.

ESTIMATED PROGRAM BUDGET:

104 hours x \$40 = \$4,160

FUNDING SOURCE:

General levy, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

Maintain existing programs.

J. Battery Management

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to encourage the proper disposal of motor vehicle batteries and household batteries. It is the goal of Aitkin County to ensure that its citizens are educated about the proper disposal of motor vehicle batteries and household batteries.

EXISTING PROGRAM:

Public Sector:

- Lead acid batteries are accepted at the McGregor Transfer Station and during the household hazardous waste collection events.
- In cooperation with the WLSSD, the County has drop off sites for the collection of button batteries in order to remove mercury and other metals from the waste stream. Batteries are collected at both hardware stores and the drug store in Aitkin. The batteries that are collected are sent to WLSSD for proper disposal. The County also accepts batteries at the household hazardous waste collections.

Private Sector:

- Lead acid battery retailers accept used batteries for recycling.
- Various stores accept button batteries.

In 2012, the County collected and processed 101 tons of vehicle batteries representing 21 percent of the problem materials collected during that time.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Expand the button battery and nickel/cadmium battery collection program.
- Expand the lead acid battery collection program in the private sector.

RESPONSIBLE PERSONS:

Lead: ESD Director, transfer station, battery retailers, and service stations.

REQUIRED STAFF TIME:

Staff time: 104 hours per year.

ESTIMATED PROGRAM BUDGET:

104 hours x \$40 = \$4,160

SOURCE OF FUNDING:

Tipping fees, General Levy, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

2014-2015-Expand button battery and nickel/cadmium collection programs.

2014-2015-Expand lead acid battery collection to the private sector.

K. Household Hazardous Waste Management

GENERAL POLICY AND GOALS:

Household hazardous waste makes up less than 1 percent of the waste

stream. However, it contributes more than 20 percent of the toxins in the total waste stream. It is the policy of Aitkin County to promote programs that reduce the level of HHW in the MSW waste stream. It is the goal of Aitkin County to maintain a comprehensive and ongoing public education and disposal program.

EXISTING PROGRAM:

- Public education programs consisting of print and broadcast releases and ads, community forums, displays at special events, and group presentations, all relating to reduction and proper management of HHW.
- Two (2) HHW collection events are held each year, at the recycling center in Aitkin, for citizens of Aitkin County. The collections are conducted in cooperation with the Western Lake Superior Sanitary District Regional HHW Program. The household hazardous waste collections are available at no cost to the citizens.
- One Clean Shop business collection at the recycling center in Aitkin is offered each year to the businesses that meet the VSQG criteria.

The collection events held in 2012 netted 5 tons of HHW materials for disposal.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Increase education efforts regarding HHW.
- Aitkin County has and will continue to discuss HHW and problem material management with Crow Wing County and other program managers. Convenience of location and economics will determine if and when a partnership will be developed. Both Counties realize the benefit of regional cooperation and will continue to work towards this goal.

RESPONSIBLE PERSONS:

Lead: ESD Director

Support: ESD Staff, WLSSD, County Staff, Sentence to Serve

REQUIRED STAFF TIME:

Staff time: 416 hours per year.

ESTIMATED PROGRAM BUDGET:

\$36,884.62 in 2012. Would expect the cost to increase slightly (1-2%) each year over the planning period.

SOURCE OF FINANCING:

General Levy, MPCA, HHW funds, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

Increase education efforts will be ongoing.
Partnership with Crow Wing County and other program managers will be ongoing.

L. Demolition Debris

GENERAL POLICY AND GOALS:

It is the policy of Aitkin County to promote the proper disposal of demolition debris. It is the goal of Aitkin County to ensure proper and legal disposal opportunities exist within the County.

EXISTING PROGRAM:

Public Sector:

Aitkin County promotes proper management of demolition debris through an ongoing educational program consisting of media releases and ads, distribution of brochures and presentations to groups.

Aitkin County discourages Permit-by-Rule sites since the opening of the Oakridge Demolition Landfill located six miles south of the City of Aitkin. The wetland areas of Aitkin County limit the available area for permit-by-rule sites.

The McGregor Transfer Station accepts demolition debris from the public. The demolition material is hauled to the Oakridge Demolition Landfill by J&H Transfer.

Private Sector:

Garrison Disposal collects demolition debris at their facility and hauls the materials to the Oakridge Demolition Landfill.

J&H Transfer collects demolition debris at their facility and hauls the materials to the Oakridge Demolition Landfill.

Oakridge Demolition Landfill is owned and operated by Waste Management Inc. The landfill is located six miles south of the City of Aitkin. A transfer station consisting of MSW containers and recyclable containers are part of the operation. Waste tires, appliances and yard waste are also accepted at this site. All demolition debris generated in Aitkin County is directed to the Oakridge Demolition Landfill. 13,382 cubic yards of demolition debris was disposed of at this facility in 2012. The life of this site is expected to be about thirty-five years at the present disposal rate.

SPECIFIC PROGRAMS TO BE DEVELOPED:

Increase education on source separation of materials and types of acceptable materials.

RESPONSIBLE PERSONS:

Lead: ESD Director, Facility Operator, Transfer Station Personnel

REQUIRED STAFF TIME:

Staff time: 104 hours per year

ESTIMATED PROGRAM BUDGET:

104 hours X \$40.00 = \$4,160

SOURCE OF FUNDING:

Tipping fees, General Levy, and where applicable, SCORE funds and other grant funds.

IMPLEMENTATION SCHEDULE:

Continue with existing program.

M. Solid Waste Ordinance

SOLID WASTE ORDINANCE STATUS:

Aitkin County's Solid Waste Ordinance was adopted in the early seventies. The ordinance provides provisions for the proper management and disposal of all solid waste within the County. The ordinance includes collection and transportation licensing requirements for haulers. Implementation and enforcement of the solid waste ordinance has been problem-free. The entire ordinance can be found in Appendix E.

PLANNED AMENDMENTS:

The County plans to update the ordinance to require all solid waste and recycling haulers to submit annual reports, of all materials collected, as part of the licensing requirements.

Further amendments may be required to meet the state mandated recycling goals. One example would be to require all haulers to offer recycling services to their customers.

RESPONSIBLE PERSONS:

Lead: ESD Director.
Support: ESD Staff.

REQUIRED STAFF TIME:

Staff time = 520 hours per year.

ESTIMATED PROGRAM BUDGET:

520 hours per year X \$40 = \$20,800

SOURCE OF FUNDING:

Program funding will be provided from service fees, General Levy, and where applicable, SCORE funds and other grant funds.

N. Solid Waste Staff

EXISTING SOLID WASTE STAFF:

ESD Director (1.0 FTE),
ESD Compliance Officer (.5 FTE),
Secretary/Typist (0.5 FTE).
TOTAL – 2.0 FTE

FUTURE STAFFING NEEDS:

Aitkin County does not intend to change the staffing level of the Environmental Services Department during the planning period. Below is a breakdown of ESD’s existing staff and an estimation of what portion of time will be allotted to each solid waste category.

1. Reduction -	0.05	FTE
2. Education -	0.10	FTE
3. Recycling/MSW -	1.00	FTE
4. Yard Waste -	0.05	FTE
5. Tires -	0.10	FTE
6. Electronics	0.05	FTE
7. Appliances -	0.05	FTE
8. Oil -	0.05	FTE
9. Batteries -	0.05	FTE
10. HHW -	0.20	FTE
11. Demolition -	0.05	FTE
12. Ordinance -	0.25	FTE
TOTAL	2.0	FTE

O. Solid Waste Program Funding

GENERAL POLICY AND GOALS:

Aitkin County intends to fund the solid waste program, as needed, according to State law.

EXISTING PROGRAM:

Aitkin County solid waste program is currently funded by many sources. The 2012 figures are as follows:

General Levy	\$ 184,459.00
Solid Waste License Fee	\$ 600.00
Household Hazardous Waste	\$ 2,869.00
SCORE Funds	\$ 55,950.00
Miscellaneous Funding	\$ 4,490.00

FUTURE NEEDS:

Solid Waste Assessment as future source of funding for the Solid Waste Department of the Environmental Services Department. Please see Appendix G for a detailed 10 year budget forecast including revenue and cost projections.

P. Plan Review and Ten-year Update

The Aitkin County Solid Waste Plan will be the blueprint for solid waste operations for the next ten years. Elected officials, the Solid Waste Advisory Committee and staff will follow the plan as much as practicable for the duration of the plan. Planning for future needs will also continue during the implementation of this plan. Any major changes in the solid waste plan will result in an amendment and approval by the agency.

As programs are developed and implemented, staff will use the plan as a guide. Solid waste staff will review plan progress on a regular basis. The Environmental Services Director will consult this plan in development of the annual work plan and budget to ensure it is being implemented as approved by the appropriate agency. Major projects will be relayed to the County Board for approval.

PROCESS AND TIME LINES:

September 2013 - first draft of this plan to the MPCA

October/November 2013 - Acceptance of final plan by MPCA and adoption by County Board.

2013-2022 - Review and implementation of plan.

2023 – Develop new plan.

Q. Goal Volume Table

The goal volume table may be found in Appendix A.

R. Itemized Solid Waste Budget

For a complete, projected, ten-year budget please see Appendix G.

ASSUMPTIONS:

The following assumptions were used by the Minnesota Pollution Control Agency in developing Aitkin County's ten year budget projections:

1. 3% annual inflation.
2. County's population increases.
3. No increase in generation rates.
4. SCORE funding will remain constant.
5. Markets for recyclables will remain steady or improve.
6. Recycling contract will remain the same through the planning period.

S. Alternatives to MSW disposal options

Aitkin County will continue to rely on waste abatement to reduce the amount of waste landfilled. Aitkin County will look into programs to remove and/or increase the amount of electronics, tires, scrap metal, appliances and other problem materials collected from the waste stream. Aitkin County will increase its efforts to remove more of the recyclable materials from the waste stream. This will rely on additional funding from the State to achieve the mandated recycling rate. Market rates will determine where companies dispose of MSW. However, Aitkin County will continue to participate in regional planning to ensure the County has MSW management options available.

T. On-site and Illegal disposal - mitigation of environmental risks

GENERAL POLICY AND GOALS:

Aitkin County discourages and prevents illegal and onsite disposal of MSW through education and promotion of proper alternatives, providing disposal options and enforcement. The two (2) primary programs to mitigate environmental risk in Aitkin County are the development of the HHW program and educating residents about why it is preferable to use the canister and collection system.

Throughout the planning period the County plans to continue its educational program on the hazards of onsite and illegal disposal for rural residents and will attempt to bring more rural residents into the solid waste system. With education on the environmental hazards of onsite and illegal disposal and increasing availability of rural collection service the County intends to reduce the amount of waste disposed onsite. In addition, the County may investigate the option of organized collection within the County. If this were implemented, the amount of waste disposed of onsite should be reduced substantially.

The goal volume table located in Appendix A reflects that increasing education and rural collection will lead to decreasing onsite and illegal disposal. This will mitigate the impacts to air, surface water, groundwater, and public health and help to avoid nuisance conditions.

EXISTING PROGRAM:

- Complaint driven enforcement.
- Public education programs.
- Work with the NEWAC Counties on a Burn Barrel Campaign.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Expand the public education program to better inform the public of the risks and repercussions of improper disposal of solid waste.
- Use radio and newspaper public service advertisements to inform citizens of locations of drop-off or canister sites.
- Investigate additional areas and locations for drop-off or canister sites.
- Begin holding waste collection events and working with local non-profit organizations to hold waste collection events as fund raisers.

RESPONSIBLE PERSONS:

Lead: ESD Director.

Support: ESD Staff.

REQUIRED STAFF TIME:

Located in education and ordinance items.

ESTIMATED PROGRAM BUDGET:

Located in education and ordinance items.

U. Public Participation Program

GENERAL POLICY AND GOALS:

Aitkin County wants to provide access for all citizens to the planning process.

EXISTING PROGRAM:

Aitkin County has established a Solid Waste Advisory Committee to help in all aspects of solid waste planning. SWAC meetings are open to the public. SWAC recommendations are presented to the County Board at regular Board meetings, which are open to the public. SWAC members include: Environmental Services Director, 2 County Commissioners, 4 Waste Haulers, 3-5 Citizens and a Water Planning Task Force Member.

Records are on file in the Aitkin County Environmental Services Department, 209 2nd St NW, Aitkin, Minnesota.

SPECIFIC PROGRAMS TO BE DEVELOPED:

- Institute regular updates to the Solid Waste Advisory Committee and the County Board.
- Inform the public of solid waste management issues via the media on public informational meetings where appropriate.

RESPONSIBLE PERSONS:

Lead: ESD Director.

REQUIRED STAFF TIME:

Included in overall ESD Director job functions.

ESTIMATED PROGRAM BUDGET:

Included in ESD Director position budget.

IMPLEMENTATION SCHEDULE:

2013-2023 - Continue to conduct regular meetings with the Solid Waste Advisory Committee and inform the County Board of issues.

MSW imported from other Co's sent to a County Res. Rec. Facility

	0	-	-	-	-	-	-	-	-	-	-	-	-
--	-	-	-	-	-	-	-	-	-	-	-	-	-
--	-	-	-	-	-	-	-	-	-	-	-	-	-
--	-	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-
	0	-	-	-	-	-	-	-	-	-	-	-	-
Total MSW imported to WTE Facility	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical or Hand Materials Recycling at RR	-	-	-	-	-	-	-	-	-	-	-	-	-
Imported MSW Non-Processable MSW & Bypass MSW - %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Processable MSW & Bypass MSW - tons	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RECEIVED AT RR FACILITY in Co. - tons	-	-	-	-	-	-	-	-	-	-	-	-	-
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	10-Year Totals	

LANDFILL DISPOSAL

AVAILABLE Aitkin N71County MSW for Landfill Disposal Only													
County MSW to Send to Landfills	10,056	9,958	9,896	9,779	9,755	9,744	9,578	9,424	9,252	9,091	8,919	95,394	

DESTINATION LANDFILLS for the CO's MSW - tons

	-	-	-	-	-	-	-	-	-	-	-	-	-
Elk River Landfill	303	299	297	293	292	292	286	292	281	280	268	2,880	
Morrison County Landfill	65	65	65	65	65	65	64	62	61	59	58	629	
East Central Landfill	9,688	9,594	9,534	9,421	9,398	9,387	9,228	9,069	8,911	8,752	8,593	91,887	
Out-of-State Landfills	-	-	-	-	-	-	-	-	-	-	-	-	-
--	-	-	-	-	-	-	-	-	-	-	-	-	-
--	-	-	-	-	-	-	-	-	-	-	-	-	-
--	-	-	-	-	-	-	-	-	-	-	-	-	-
Total All Co's MSW to ALL LF's - tons	10,056	9,958	9,896	9,779	9,755	9,744	9,578	9,424	9,252	9,091	8,919	95,396	
Solid Waste Processing Residue & Unacceptable waste	-	-	-	-	-	-	-	-	-	-	-	-	-
Total County Solid Waste to Landfill	10,056	9,958	9,896	9,779	9,755	9,744	9,578	9,424	9,252	9,091	8,919		

Landfill CAPACITY USE at All Landfills Receiving County Solid Waste - cubic yards compacted In-Place + cover													Cu Yds
LF's Capacity Use including Cover	15,471	15,320	15,225	15,045	15,008	14,991	14,735	14,498	14,234	13,986	13,722	146,764	

On-Site Disposal - bury, burn barrel, open burning

Population using On-Site Disposal of MSW	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	
On-Site Disposal of MSW - tons	503	503	503	503	503	503	503	503	503	503	503	5,033	

PERCENTAGES for the County's SOLID WASTE MANAGEMENT SYSTEM

Industrial & other Non-MSW Waste to MSW LF in Co -tons	-	-	-	-	-	-	-	-	-	-	-	-	-
Total SOLID WASTE REC'D @	-	-	-	-	-	-	-	-	-	-	-	-	-
<u>CUBIC YARD CAPACITY USE -- COMPACTED IN-PLACE</u>													
Generic Co MSW to - cu yds	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial Waste cy use @	-	-	-	-	-	-	-	-	-	-	-	-	-
MSW + Industrial Solid Waste cy USE	-	-	-	-	-	-	-	-	-	-	-	-	-
COVER MATERIAL - <i>intermediate & final</i>	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL LF CAPACITY USE - SOLID WASTE + COVER	-	-	-	-	-	-	-	-	-	-	-	-	-
Remaining PCA Permitted LF Capacity	-	-	-	-	-	-	-	-	-	-	-	-	-

Demolition and Construction Debris Disposal Site Information

County X C&D Landfill -- cy received	-	-	-	-	-	-	-	-	-	-	-	-	-
YYY Privately Owned C&D LF -- cy received	13,382	13,489	13,597	13,706	13,815	13,925	14,038	14,152	14,265	14,379	14,492		
ZZZ Private Company's C&D LF -- cy received	-	-	-	-	-	-	-	-	-	-	-	-	-
Temporary One-Time-Use C&D disposal sites -- cy	-	-	-	-	-	-	-	-	-	-	-	-	-
total cy to C&D disposal sites	13,382	13,489	13,597	13,706	13,815	13,925	14,038	14,152	14,265	14,379	14,492		

Appendix B



Minnesota Pollution Control Agency

<http://www.pca.state.mn.us>

* ARCHIVED CONTENT *

Project Summary and Results

Minnesota is a national leader in the responsible management of municipal solid waste (MSW). But even with a recycling rate of 46%, the state discarded nearly 3 million tons of MSW in 1998. This waste composition study is part of a continuing effort to measure and understand the waste generated in Minnesota.

The state has extensive data collected on the quantities of waste discarded and recycled in Minnesota since 1989. The waste sort data focus on what is in that 3 million tons of waste, and help identify what kinds of waste are generated.

This 1999 waste sort builds on the efforts of a sort conducted in Minnesota in 1990-1992, providing an opportunity to compare the changes in Minnesota's waste in the last decade.

The Solid Waste Management Coordinating Board (SWMCB), the Minnesota Pollution Control Agency (MPCA) and the Office of Environmental Assistance (OEA) wanted to develop a representative, statistically defensible estimate of the composition of Minnesota's municipal solid waste (MSW) stream. They hired R. W. Beck, Inc. and GRG Analysis to conduct the study.

The statewide MSW composition study is based on field sorting events around Minnesota between September 27 and November 20, 1999. The data are compiled from 390 samples — nearly 95,000 pounds of MSW.

ON THIS PAGE

- Objectives
- Participating facilities
- Materials sorted
- Statewide summary
- Residential vs. Non-residential
- Program implications
- Recommendations

Study Objectives

- Establish a baseline for measuring future success in achieving waste management objectives;
- Assist the partners in setting future policy direction and management priorities; and
- Assess progress in reduction and recycling since the 1991/1992 MPCA study.

Participating Facilities in the Study

Waste for the study was collected at eight facilities around Minnesota. The goal was to collect waste that was representative of the discards around the state. The selected facilities included two municipal solid waste landfills, two transfer stations, two waste-to-energy (WTE) facilities, one MSW composting facility, and one refuse-derived fuel (RDF) production facility. The state was divided into two regions:

- **Metropolitan Region**, which includes the six member counties of the Solid Waste Management Coordinating Board — Ramsey, Washington, Anoka, Hennepin, Dakota and Carver. These five facilities manage about 72% of the region's solid waste. Based on 1998 numbers, the Metropolitan region produced 1.84 million tons of MSW — 61% of the state's total.
 - Brooklyn Park Transfer Station (Brooklyn Park, Minn.)
 - Burnsville MSW Landfill (Burnsville, Minn.)
 - HERC Waste-to-Energy (WTE) (Minneapolis, Minn.)
 - NRG Newport Refuse-Derived Fuel Production Facility (Newport, Minn.)
 - Waste Management/United Waste Transfer Station (St. Paul, Minn.)
- **Greater Minnesota** includes counties in Minnesota that are not members of the Solid Waste Management Coordinating Board. These three facilities manage about 9% of all the waste collected in Greater Minnesota. Based on 1998 numbers, the Greater Minnesota region produced 1.16 million tons of MSW — 39% of the state's total.
 - Polk County Waste-to-Energy (WTE) (Fosston, Minn.)
 - Prairieland MSW Composting Facility (Truman, Minn.)
 - St. Louis County MSW Landfill (Virginia, Minn.)

How Materials Were Sorted in the Study

What is "Municipal Solid Waste (MSW)"?

The Minnesota Waste Management Act (Minn. Stat. § 115A) defines municipal solid waste as follows:

Subd. 21. Mixed municipal solid waste.

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams, but does include source-separated compostable materials.

What materials were included?

The waste samples were sorted into 8 broad categories of materials. Including sub-categories, there were 59 categories in all.

- **Paper.** The selected paper subcategories were consistent with present specifications for most recycling programs in Minnesota. Newsprint, high grade, and magazines were each included as separate subcategories and, in addition, the subcategories of boxboard and mixed recyclable paper were added. The old corrugated containers (OCC) were subdivided into "uncoated - recyclable," "uncoated - nonrecyclable," and "coated OCC" to further analyze the types of OCC being disposed. A "catch-all" category for nonrecyclable mixed paper was also included.
- **Plastic.** For both polyethylene terephthalate (PET) and high density polyethylene (HDPE), distinguishing uncolored from colored grades was necessary to be consistent with the sensitivity of these plastic resins to existing recycling markets. Thus, PET was subdivided into "bottles/jars - clear," "bottles/jars - colored" and "other PET." HDPE was subdivided into "HDPE - natural" and "HDPE - colored." Film plastics were subdivided into two subcategories - "film-transport packaging" and "other film" - to distinguish pallet wrap from other film.
- **Metals.** The selection of the subcategories for this primary category was relatively straightforward. Aluminum and ferrous were each subdivided into "containers" and "non-containers" with an additional separate category for "other non-ferrous."
- **Glass.** This primary category is divided into "containers" and "non-containers." Because of the varying markets for colored glass containers, this category was divided into clear, brown and green glass.
- **Organic Materials.** Yard waste was divided into "woody material" and "grass and leaves" because of different material handling and processing needs. Wood was subdivided into wood pallets, treated wood and untreated wood. Wood pallets are generally perceived as materials with primarily a commercial origin that compose a measurable portion of the organic materials in the MSW stream. Recovery of wood is generally limited to untreated materials because of toxicity concerns in the treated wood.
- **Problem Materials.** The selection of problem materials subcategories hinges on identifiable materials that are likely sources of trace metals such as lead, cadmium and mercury, yet may provide potential materials recovery opportunities. As a result, batteries were selected as a subcategory. Televisions and computers were identified as separate subcategories. These products were included as separate subcategories from "electric and electronic products" because of their potential recovery opportunities and toxicity concerns. Computers were subdivided into the additional subcategories of monitors and non-monitors because of the different handling and recovery requirements associated with each of these components.
- **Household Hazardous Waste/Hazardous Waste (HHW/HW).** With HHW/HW, the challenge was to identify a range of subcategories that is comprehensive in reflecting the various types of HHW/HW but consistent with specific programs. Second, the issue of empty vs. non-empty containers also raises both safety and material categorization issues. To distinguish "empty" from "non-empty" HHW/HW, subcategories included only containers with product. A separate category for empty HHW/HW containers was created, but was included in the primary category of "Other Waste." The HHW/HW category distinguishes between latex and oil paints, as well as automotive used oil/filters and other automotive products such as anti-freeze. A "catch- all" subcategory for other HHW/HW was also included. A total of eight HHW/HW subcategories were selected.

- **Other Waste.** A miscellaneous set of subcategories that include more prominent items such as textiles, carpet, rubber, and sharps and infectious wastes. In addition, separate subcategories for construction and demolition debris (excluding wood) and household bulky items (furniture and mattresses) were included. As previously mentioned, this primary material category includes a subcategory for empty HHW/HW containers. A "catch-all" subcategory termed "miscellaneous" was also included.

What was excluded from the study?

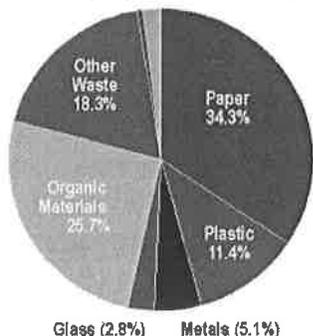
Because the study focused on MSW, the sampling protocol attempted to exclude loads that could be clearly identified as composed of non-MSW, such as construction and demolition (C&D) wastes, special wastes (i.e. ash, grit, etc.) or other industrial processed wastes. All selected loads were assumed to be MSW unless they appeared to contain exclusively non-MSW. A few loads were excluded from the study, including some which contained exclusively C&D wastes.

Read Section 3-Study Design for more details.

Statewide waste sort results

The statewide figures are based on 380 samples from the 8 facilities — over 90,000 pounds of MSW. Here is the breakdown of materials in Minnesota's garbage. These figures include waste from both residential and industrial/commercial/institutional (ICI) sources.

HHW / HW (0.6%) Problem Materials (1.9%)



Aggregate Composition by Primary Material Category (by weight)			
Material Categories	Mean	90% Confidence Interval	
		Lower	Upper
Paper	34.3%	32.4%	36.5%
Plastic	<1.4%	10.6%	12.3%
Metals	5.1%	4.6%	5.8%
Glass	2.8%	2.5%	3.2%
Organic Materials	25.7%	24.1%	27.8%
Problem Materials	1.9%	1.5%	2.4%
HHW / HW	0.6%	0.5%	0.8%
Other Waste	18.3%	16.8%	20.2%
Total	100.0%		

Totals may be greater than 100% due to rounding.

See Section 4-Study Results for much greater detail.

Waste generation: Residential vs. Non-residential

The study design and sampling methods were intended to identify how much of the state's waste comes from the **residential sector** (including both single-family and multi-family residences) compared to the industrial/commercial/institutional (ICI) sector.

Breakdown by sector

Sampled loads were classified as residential, ICI, or mixed waste. In addition to a visual inspection, the team interviewed the driver to discern loads that should be classified as residential as opposed to ICI. "Mixed waste" included waste from both the residential and ICI sectors.

	Share	Tons
Residential	50-55%	608,000 tons*
ICI	50-45%	538,000 tons*
*Mean tonnages based on 1998 figures.		

These results are based on the sorts in the Metropolitan Region, where enough loads could be identified by their source. The results are consistent with the idea that the industrial/commercial/ institutional (ICI) sector recycles more of its wastes.

Significance

Understanding the proportion of residential to ICI waste is important as Minnesota plans for future management of solid waste in the state.

- **Better targeting of recycling efforts.** The growth of Minnesota's recycling rate has slowed in recent years. Planners and recycling coordinators in the state can use the waste sort data to see which recyclable materials are going into the trash instead of into local recycling programs. Educational efforts can be focused on improving the collection of materials, and planning can be directed towards materials that are found in MSW in large quantities.
- **Improving the per capita calculations for waste generation.** How much waste does the typical Minnesotan produce each year? The easiest way to answer is to divide the total waste generation by the state's population, but that includes waste from businesses. This waste sort gives planners a better idea of the quantities and types of wastes consumers are throwing away.

See Section 5 for more details.

Program Implications

One of the primary objectives of the study was to establish a baseline for measuring the impacts of future program activities. The results of the study are to be used in conjunction with the SWMCB's Master Plan and the OEA's Policy Report.

A review of the 20 largest material categories by weight reflects the following:

- Source reduction opportunities exist for a number of materials, including food waste, OCC, wood pallets, mixed paper and office paper. For household bulky items like furniture and mattresses, reuse options are available in some areas.
- At least 8 of these material categories can be considered readily recyclable: OCC, wood pallets, recyclable mixed paper, office paper and boxboard.
- Opportunities exist to compost several of these categories, including food waste, non-recyclable mixed paper and diapers.
- Two of the 20 categories, which in fact are the same material but from both residential and ICI sources, are considered as a problem material: treated wood.

Overall, the SWMCB's Master Plan focus on promoting source reduction and recycling of food waste and packaging materials (commercial and transport) is consistent with opportunities identified in the study.

Recommendations

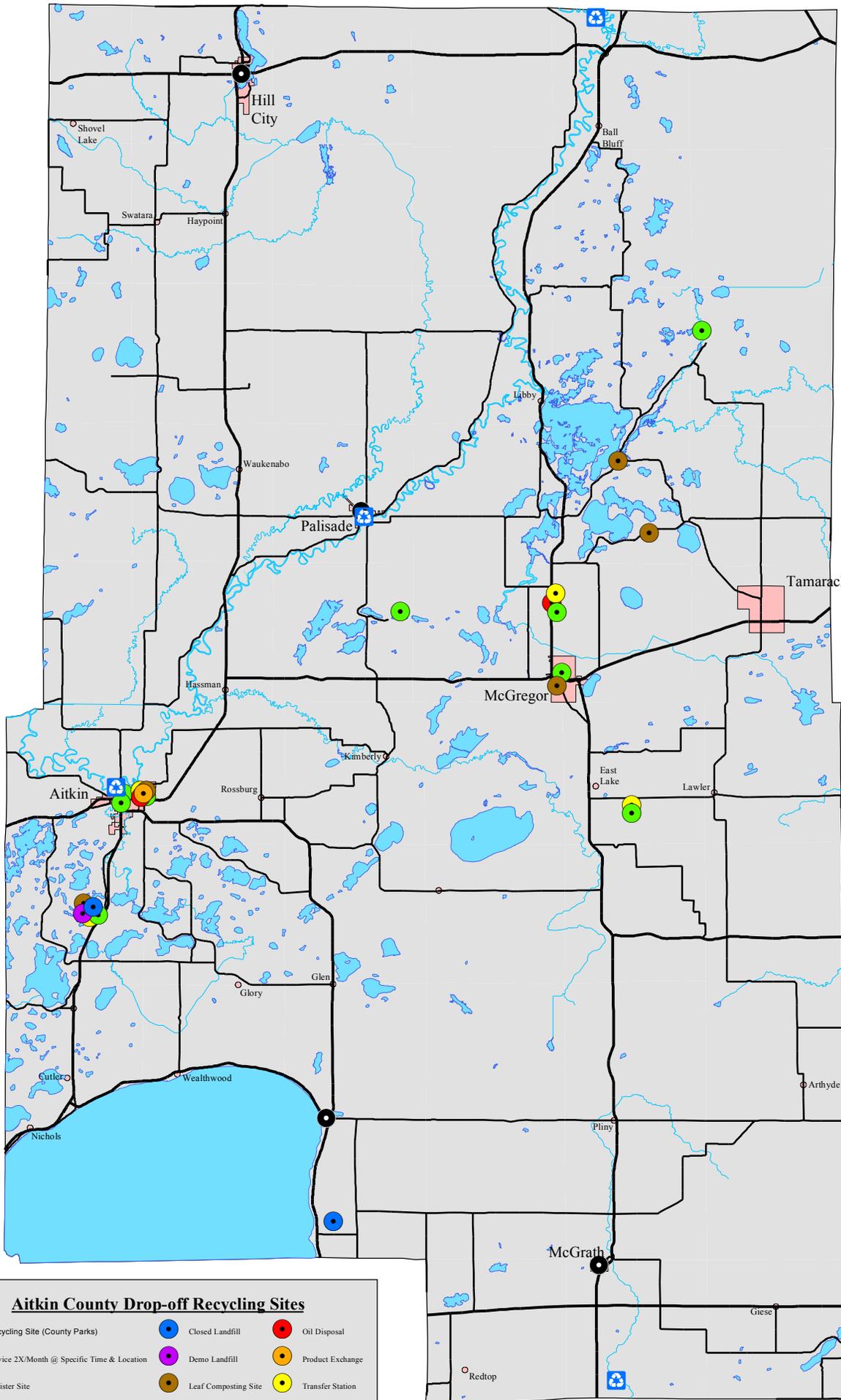
As the SWMCB, MPCA and OEA consider moving forward, we recommend the following activities:

- Conducting generator-based waste studies to identify reduction and recycling opportunities at the point of generation;
- Promoting additional residential waste abatement efforts as at least half the remaining MSW is from residential sources;
and
- Conducting additional field sorts of MSW facilities in Greater Minnesota.

[Download the report](#)

Last modified on October 02, 2013 13:01

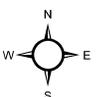
Minnesota Pollution Control Agency | 651-296-6300, 800-657-3864 | webteam.pca@state.mn.us



Aitkin County Drop-off Recycling Sites

Recycling Site (County Parks)	Closed Landfill	Oil Disposal
Service 2X/Month @ Specific Time & Location	Demo Landfill	Product Exchange
Canister Site	Leaf Composting Site	Transfer Station

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



Date: 11/8/2013

RECYCLING AGREEMENT

THIS AGREEMENT, is made and entered into this November 23, 2010, by and between the County of Aitkin, a political subdivision of the State of Minnesota, hereinafter "County" and Paul B. Fischer doing business as Garrison Disposal Company, Inc. located at P.O. Box 277, Aitkin, MN 56431, hereinafter "Contractor".

For the purpose of this Agreement, Paul B. Fischer and Garrison Disposal Co., Inc. shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor under this Agreement, shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.

WITNESSETH:

WHEREAS, County has determined that reduction of the County's solid waste stream through county-wide recycling is in the public interest; and

WHEREAS, County has requested proposals from qualified companies interested in performing county-wide recycling services for the County; and

WHEREAS, the proposal of the Contractor has been received and determined by the County to be the most responsive proposal received at the best services value for the estimated costs; and

WHEREAS, representatives of the County and the Contractor have met to negotiate the detailed terms of this Agreement contained herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein set forth, the parties agree as follows:

1. **DEFINITIONS:** The terms used within this Contract shall be defined according to the definitions contained in Attachment A: "Program Definitions" (incorporated herein to this Agreement).
2. **CONTRACTOR'S OBLIGATIONS:**
 - A. **Collection** This collection service element of this Agreement pertains to the installation, maintenance and servicing of the drop-off system for collecting recyclables.
 1. **Residential Recyclable Materials** This collection service element is primarily targeted towards the collection of recyclables derived from residents' (both permanent and seasonal) households.
 2. **Collection of Drop-Off Recyclable Materials** This collection service element pertains only to materials deposited by residents and other users at designated

drop-off centers as listed in Attachment B. This collection element does not pertain to the collection of materials from residents via "curbside collection" programs (pick-up on a house-to-house, or business-to-business basis) that may be offered by haulers as services to their customers.

The County reserves the exclusive right to designate and establish new or alternative designated drop-off centers to be serviced by the Contractor within Aitkin County. The Contractor shall commence servicing alternative designated drop-off centers within thirty (30) days after written notice of said designation.. In the event the County establishes a new designated drop-off center(s), any additional compensation to be paid to the Contractor for servicing said site or sites shall be negotiated and agreed upon before the Contractor shall be obligated to service the same.

3. Rights of Other Haulers Other haulers collecting recyclables, but not under contract with the County, shall be allowed to unload their recyclables at the Aitkin County recycling facility subject to the posted processing / marketing prices or tipping fees (see Section 2.C.6 "Buy Back Operation at the County's Recycling Facility").

Recyclable material from other haulers must be of sufficient quality. Eligible materials received shall be consistent with the list of designated recyclable materials (Attachment C to this Agreement). The Contractor shall retain the rights to establish more specific grades of material categories, inspect recyclable materials from other haulers, and judge the quality of those materials. The Contractor may reject selected categories of materials or full loads if these materials or loads do not meet reasonable quality standards.

The Contractor may establish written recyclable material quality specifications. Before implementation, the County shall first approve these specifications. The County shall retain the right to require adoption of written material specifications.

4. Collection of MSW from Attended Sites The Contractor shall provide garbage removal services, for a posted price as determined by the Contractor, at all attended drop-off sites.
5. Provide and Maintain Containers The Contractor shall be responsible for purchase and installation of compartmentalized roll-off containers, or other suitable substitute containers, with adequate capacity and dimensions to serve the collection program needs.
6. Glass Collection The Contractor shall provide adequate capacity for separate collection and unloading of mixed-color glass.
7. Servicing Containers The Contractor shall provide adequate servicing of the drop-off containers. Full containers shall be promptly removed and replaced by empty containers.
8. Site Clean-Up The Contractor shall clean up all material deposited by residents at the designated drop-off site. No material, debris, litter or other form of solid waste resulting from the recycling program shall be left at the site.

The Contractor's employees shall handle all containers with reasonable care to avoid damage, shall replace all containers in an upright position, and shall immediately clean up and dispose of any contents thereof that may be spilled.

9. Frequency of Collection from Unattended Drop-Off Sites The Contractor shall remove full containers on an "on-call" basis from unattended drop-off sites.
10. One-Day Notice for Collection of Unattended Containers The County will require the site host to monitor the unattended recyclables roll-off container(s) to determine when it is full and needs servicing. The site host shall contact the Contractor to request servicing of full container(s). The Contractor shall have one business day from the time of said notice to provide collection of the full container and replacement with an empty container.
11. Required Use of the Aitkin County Recycling Facility The Contractor shall use the County's recycling facility for transfer and / or processing.
12. All Full Roll-Off Containers to be Weighed The Contractor shall weigh all full recycling roll-off containers before unloading at the County Recycling Center to obtain the gross weight of the recyclables. Upon unloading, the Contractor shall then weighing the empty containers to obtain tare weights. A net weight shall be calculated and recorded on the weight ticket.
13. Weights in Other Containers May be Estimated Amounts of recyclables collected in containers other than roll-off boxes (for example, rear-load dumpsters, bins, etc.) may be estimated, rather than weighing each container, using standard industry practices. The methodology for such estimates shall be noted within monthly collection reports.
14. Collection Records The Contractor shall maintain a log of all collection operations by designated drop-off center. Site-by-site data to be collected shall include, but are not limited to: date and time of collection; mileage; gross, tare and net weight of recyclables collected; relative fullness of each compartment (e.g., paper compartment 90% full; metals / plastic compartment 100% full; and glass compartment 75% full); notes as to level of contamination in the container by compartment; and notes about overall cleanliness of the site (e.g., illegal dumping, etc.).
15. Monthly and Annual Collection Reports The Contractor shall provide a monthly report to the County including a summary of collection data, in a format specified by the County. Monthly reports shall be due by the 15th of each month for data covering the previous month. Monthly collection reports shall provide site-by-site and total data including, but not limited to: frequency of collection; net weight of recyclables; net weight of MSW if an attended site; average fullness by recycling compartment; generalizations about levels of contamination in the recycling containers; and generalizations about the overall cleanliness of the site.

Monthly and annual collection reports shall provide, at a minimum, data about the source and type of tons collected by the Contractor, including, but not limited to: Aitkin County drop-off recyclables collected pursuant to the collection

requirements of this Contract; Aitkin County residential recyclables collected curbside; Aitkin County non-residential recyclables; and non-Aitkin County recyclables collected outside of the county.

Annual reports shall provide sum totals for each year of data contained in the monthly reports, in a format specified by the County. Annual reports shall be due by February 15 of each year for data covering the previous year.

16. Transition Period Clean-Up Services The Contractor shall provide clean-up of sites that have transitioned away from unattended to attended collections. This additional collection / removal service is expected to be necessary until residents become fully adjusted to the new schedule as proposed in the base program. The County shall first authorize any such special collections on a case-by-case basis. Proposers should include a separate line item cost component in their proposals for these special transition period clean-up services.

B. Public Relations / Public Education

1. Brochure The Contractor shall publish a recycling public education brochure that itemizes the list of acceptable and unacceptable materials as specified by the County. The brochure shall also have recyclables preparation instructions for residents. The brochure shall also list the locations and collection schedule for all designated drop-off centers. The Contractor shall provide the County with a draft of the brochure for approval prior to final printing and dissemination.
2. Phone Answering System The Contractor shall implement and maintain a phone answering system that provides answers to residents questions about the County's recycling programs and provides a direct means of communicating service complaints.

The office or answering service shall be in service with continuous supervision during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. Saturday. Address and telephone number of such office or answering service and any changes therein shall be the address and telephone number of the Contractor.

3. Relations with Site Hosts The Contractor shall assist the County in maintaining and improving good relations with local site hosts. The Contractor will be encouraged to provide other services or amenities to increase the incentives for hosts of unattended drop-off centers to improve site monitoring.
4. Instructional Signs at Drop-Off Sites The Contractor shall provide and install signs at each designated drop-off site that itemizes the type of recyclable materials acceptable and unacceptable for each commodity. The Contractor shall provide the County with a draft design and mock-up (including actual text) of the signs for County approval before final production and installation.
5. Container Compartment Labels The Contractor shall provide and install labels for each compartment in their recycling container to make clear to residents where each materials belongs. The Contractor shall provide the County with a draft of the compartment labels for approval prior to final printing and installation.

- 6. Other Public Education Opportunities The Contractor shall be encouraged to seek, develop and implement other public education opportunities to help improve recycling participation, recovery rates and compliance with resident preparation instructions.

C. Processing / Marketing

- 1. Operation of County Recycling Facility The Contractor shall operate and maintain the County's recycling facility in the City of Aitkin. The County owns the land and building only. Routine operations and maintenance shall be the responsibility of the Contractor. Routine operations and maintenance shall include, but not be limited to: operation / payment of all utilities, regular site / building clean-up, litter control, snow plowing, minor repairs, etc. Major capital improvements shall be the responsibility of the County.

The Contractor shall acquire, install and maintain its own processing equipment at its own expense.

The County recycling facility shall be open to the public for depositing materials during the following hours:

Monday through Friday:	7:30 a.m. to 4:00 p.m.
Saturday:	8:00 a.m. to 1:00 p.m.
Sunday:	Closed
Holidays:	Closed

These are the minimum hours that the County's recycling facility shall be open to the public for purposes of depositing materials at the public drop-off containers. These hours may not reflect the actual operating hours of processing and / or transfer at the recycling facility.

The Contractor shall specify the annual holiday schedule where the County recycling facility will be closed to the public. This holiday schedule should be included in the annual brochure published by the Contractor (see Subsection 2.B.1).

- 2. Processing or Transfer of Materials from Drop-Off Centers The Contractor shall specify in writing the intended plan of operations for the County's recycling facility including, but not limited to: safety, storage (both inside and outside the building), sorting, baling, and other materials handling (e.g., forklift, bobcat, etc.). The basic components of this facility-operating plan may not be changed without prior written approval by the County.
- 3. Marketing of Materials The Contractor shall be primarily responsible for securing adequate, long-term, end-markets for recyclable materials collected and processed for the duration of this Recycling Agreement. The only exception is mixed-color glass that will be the responsibility of the County to process and

market. (See Subsection 2.C.4. immediately below, "Interim Storage of Mixed Color Glass".)

4. Interim Storage of Mixed-Color Glass The County shall specify a location where the Contractor may deposit the mixed-color glass for interim storage. The County will take responsibility for the mixed-color glass upon inspection and unloading at the designated interim storage location. No other materials, other than mixed-color glass specified by the County, shall be deposited at the interim storage site.

The Contractor may perform a sort on the glass received from unattended drop-off sites to assure that contaminants (e.g., paper, plastic, metal) are removed so that the glass is unloaded at the interim storage location in relatively pure glass form. As an alternative to this sorting / cleaning of glass, the Contractor may establish additional markets for contaminated glass other than the County specified interim storage site.

The current designated interim storage location for mixed-color glass is the County property in Farm Island Township, immediately north and adjacent to the demolition landfill, west off of Highway 169, approximately five miles south of the City of Aitkin. The County may specify a different interim storage location after the year 2011. Any change in location that results in significant change in hauling costs to the Contractor will be considered a triggering event for renegotiation of the contracted cost of processing / marketing.

5. Processing / Marketing of All Other Recyclables The Contractor shall be responsible for design, installation, and operation of the recyclable materials processing and marketing elements of the County's recycling system (excluding the County Recycling Facility building).

This provision is for all recyclables other than mixed-color glass from attended drop-off sites. (See Subsection 2.C.4. immediately above, "Interim Storage of Mixed Color Glass".)

Processing / marketing services shall include, but are not limited to: securing purchase commitments from markets (including quality specifications); receiving of materials from drop-off centers, interim storage; shipment to markets; and disposal of process rejects. Costs of rejects disposal shall be the responsibility of the Contractor.

Processing / marketing services may include: transfer without further processing; sorting; and densifying (e.g., baling).

6. Buy Back Operation at the County's Recycling Facility The Contractor shall implement a buy back operation at the County's recycling facility to provide for purchase of all specified recyclable materials at a competitive price. The buy back price shall be established by the Contractor by material on a monthly basis and reflect the following factors: market value of the specific material; cost of handling / processing to prepare for market; and competing prices at other similar buy back facilities in the immediate region. The Contractor shall maintain a current buy back price schedule available for distribution to the public and submit

a copy to the County at the time of any price changes. The buy back price may be a negative price (i.e., tipping fee for certain materials).

7. Processing / Marketing Data The Contractor shall maintain ongoing records on the amounts in tons of materials processed, transferred, and marketed, including rejects disposed.
8. Monthly and Annual Processing / Marketing Reports The Contractor shall summarize processing / marketing / disposal data in monthly and annual reports to the County. Monthly reports shall be due by the 15th of each month for data covering the previous month.

Monthly and annual processing reports shall provide, at a minimum, data about the source and type of tons processed by: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside via private haulers; Aitkin County non-residential recyclables; and non-Aitkin County recyclables collected outside of the county.

Identities of end-markets may be kept confidential if the Contractor submits a written request under the procedures specified in the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13). Annual reports shall provide sum totals for each year of data contained in the monthly reports. Annual reports shall be due by February 15 of each year for data covering the previous year.

3. TERM / TERMINATION OF THE CONTRACT

- A. Two Year Term The initial term of this recycling services Contract shall be for two years, with five, one-year extension options. The initial Contract term shall begin January 1, 2011 and expire December 31, 2012.
- B. County's One-Year Extension Options The County may request a one-year contract extension if written notice of such request is received by the Contractor by twelve (12) months prior to current expiration date. Granting requests for contract extensions shall be at the sole discretion of the County and shall not be appealed. Contract extensions will provide for the same service levels and pricing as per this Agreement (with any escalators applied as per Section 5.H).
- C. County Retains Right to Extend and Postpone Contract Termination Date The County shall retain the rights to extend the Contract at any time and to postpone the initial Contract termination date, subject to approval by the Contractor.
- D. Termination of Contract Due to Contractor Default The County may, after giving Contractor and the surety seven days written notice and to the extent permitted by laws and regulations, terminate the Contract due to Contractor default. Default can include one or more of the following actions by the Contractor:

1. Failure to Perform the required work as specified in this Agreement, and fails to correct the deficiency within 30 days after receiving written notice from the County. In addition to other services, if the Contractor repeatedly fails to perform the services itemized in Section 4.K "Liquidated Damages", the Contractor may be deemed to be in default of this Agreement.
2. Violation of Any Law or Regulation of any municipal, county, state or federal laws, rules, regulations, ordinances and specifications.
3. Filing for Bankruptcy or Insolvency If Contractor commences a voluntary case under any chapter of the Bankruptcy Code (Title II, United States Code), as now or hereafter in effect, or if Contractor takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to the bankruptcy or insolvency;

If a petition is filed against Contractor under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against Contractor under other federal or state law in effect at the time relating to bankruptcy or insolvency.
4. Assignment of this Contract without the prior written approval of the County.
- E. Contractor Termination of the Contract Services Contractor may stop service or terminate the Contract if, through no act or fault of the Contractor, the County Recycling Program is suspended for a period of more than ninety days by the County. Under this circumstance, the Contractor may, upon seven day's written notice to the County, terminate the Agreement and recover from the County payment for completed services.
- F. Program Re-Evaluation The design and performance of the program shall be re-evaluated at the one-year and two-year anniversary dates of the Contract. If program changes are recommended by the County or Contractor that significantly affect service costs, this will be considered a triggering event for renegotiation.

4. LEGAL AND INSURANCE REQUIREMENTS

- A. Ownership and Responsibility of Material Upon collection from the designated drop-off sites, all material in and immediately around the containers (recyclables and contaminants) becomes the property and responsibility of the Contractor. Ownership of the mixed-color glass shall transfer to the County upon unloading at the designated interim storage site as per Section 2.C.4., "Interim Storage of Mixed-Color Glass".
- B. Indemnification The Contractor shall indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney's fees, which the County may suffer or for which it may be held liable, arising out of or resulting from the Contractor's or his agent's or employee's actions or negligence in the performance of this Contract. Prior to the commencement of the Contract, the Contractor shall furnish the County certificates or copies of these policies of insurance in force.

Compliance by the Contractor with the foregoing requirements to carry insurance and furnish certificates thereof shall not relieve the Contractor from liability assumed under any provisions of this Contract.

- C. **Independent Contractor** The Contractor shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor, per this Agreement shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.
- D. **Contractor Performance Bond** The Contractor will be required to furnish financial assurance to compensate the County for losses that may be incurred in the event Contractor fails to faithfully perform Contractor's obligations under this Contract. Said financial assurance shall be equal to the amount of the annual total contract price and shall take the form of a corporate surety bond, or in lieu thereof, an irrevocable letter of credit. Said financial assurance shall stay in effect throughout the contract period.
- Annual contract price, for purposes of this performance bond, shall be based on estimates derived by the County for the first year and actual contract payments for subsequent years.
- E. **Worker's Compensation Insurance** The Contractor shall provide and maintain worker's compensation insurance as required by law.
- F. **Comprehensive General Liability Insurance** Contractor shall provide and maintain at all times while this Contract is in effect Comprehensive General Liability Insurance insuring against liability imposed by law for bodily injury or death, in the minimum sum of \$1,500,000 any one person and in the minimum sum of \$1,500,000 for two or more persons for the same occurrence, and for damage of property in the minimum sum of \$500,000. The County of Aitkin shall be named a coinsured on said policy for incidents arising out of the Contractor's performance of this Agreement, which shall provide that the coverage may not be terminated or changed by the insurer except upon ten days written notice to the County Auditor. All endorsements shall apply to both bodily injury or death and property damage coverages. The Contractor is also required to provide no fault motor vehicle insurance with regard to all motor vehicles used in carrying out the terms of this Contract, in the same amounts specified.
- G. **Auditing** The Contractor shall allow the County to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this recycling program.

The Contractor shall also allow the Legislative Auditor or the State Auditor as appropriate to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract.

H. Non-Discrimination Contractor agrees that Contractor shall not discriminate against any employee, applicant for employment or other person, supplier, or contractor because of race, color, religion, sex, marital status, national origin, disability or public assistance.

I. Assignment and Subcontracting Neither the County nor the Contractor shall assign the Agreement, or any part thereof, nor shall either the County or the Contractor sub-contract this Agreement or any part thereof without the prior written approval of the other party.

The Contractor may not assign any parts of this Agreement via sale, merger or acquisition of the Contractor's company without the prior written approval of the County. The County, at its sole discretion, may elect to fully enforce the provisions of the Contract, rebid or renegotiate the Contract if the Contractor sells, merges or is acquired. The County shall specify its decision and schedule for how to continue the recycling services as specified in this Agreement within its written response to the Contractor.

J. Compliance with All Laws, Rules, Regulations and Licensing Requirements The Contractor shall comply with all municipal, county, state and federal laws, regulations, ordinances and specifications. The Contractor shall be licensed by Aitkin County as a solid waste hauler and shall pay the required annual County license fees. The Contractor shall obtain all other required municipal and county licenses necessary to collect, handle, store, process, transfer, remove, transport or dispose of solid waste within Aitkin County.

K. Liquidated Damages The County and Contractor agree, in addition to any other remedies available to the County, the County may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations:

1. Failure to service and collect full drop-off containers within the one business day limit as specified in Section 2.A.7 ("Servicing Containers") and Section 2.A.10 ("One-Day Notice for Collection of Unattended Containers") - \$100 per incident
2. Failure to provide monthly and annual reports as specified within Sections 2.A.15 and 2.C.8 - \$200 per incident.
3. Failure to submit a copy of buy back price changes as specified within Section 2.C.6 - \$100 per incident.
4. Failure to respond to legitimate service complaints in a reasonable, professional and timely manner - \$50 per incident.
5. Failure to appear at a scheduled, attended collection event - \$100 per incident.

These amounts are liquidated damages for losses suffered by the County, and not a penalty.

L. Dispute Resolution Process The County and the Contractor agree to first use the following process to resolve disputes about issues related to the performance of this Contract. If an issue arises requiring resolution, either party shall initiate this

dispute resolution process by notifying the other party and scheduling a meeting. The meeting shall serve as a fact finding opportunity to identify the issue, clarify the problem, review this Contract provisions relating to the issue, discuss alternative remedies, and agree upon a means of dispute resolution. The parties shall make a good faith effort to complete the agreed-upon tasks within 30 days of the initial dispute resolution meeting, or specify an alternative schedule and deadline for resolving the issue. This dispute resolution process shall be considered as one alternative to the County declaring the Contractor in default as per Section 3.D of this Agreement. Nothing in this Contract section, Dispute Resolution Process, shall be construed or implied to reduce, eliminate or otherwise affect the rights of the County to use any and all other means of legal remedies.

- M. Contact Persons for Legal Notices** The Contractor identifies Paul Fischer, who shall be designated to receive all notices and communications on behalf of the contracting parties with regard to the Contract. Written notice required to be provided to the County pursuant to this Agreement shall be provided to the County Solid Waste Administrator, Department of Environmental Services, Aitkin County Courthouse, Aitkin, MN 56431. Written notice required to be provided to the Contractor pursuant to this Agreement shall be provided to Paul Fischer.
- N. Disposal of Reject Materials** Reject materials shall be disposed of by the Contractor at a permitted facility and will be subject to any applicable tipping fees.
- O. Performance** Contractor shall see that all work done pursuant to this Agreement is accomplished with work forces and equipment which are adequate to insure the satisfactory collection and disposal of said materials at all times. Failure to perform may be excused only by adverse conditions caused by weather or similar hindrances which on other work might be regarded as "acts of providence".
- P. Conflict of Interest** Neither the Contractor nor its employees either presently have, nor shall acquire interest, direct or indirect, in the Contract in any manner forbidden by law. No County official, or deputy or clerk or employee of such official, shall be directly or indirectly interested in this Contract.
- Q. Severability** This Agreement is subject to the laws of the United States of America, the State of Minnesota and Ordinances of the County of Aitkin. In the event that any provision of this Agreement shall be held to be contrary to law or Ordinance by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision or provisions shall be voided. All other terms and conditions of the Agreement shall continue in full force and effect. The voided provision or provisions may be renegotiated at the written request of either party to this Agreement.
- R. Governing Law** This Agreement shall be deemed to be a contract made in the State of Minnesota and shall be interpreted and construed in all respects in

accordance with the laws of the State of Minnesota applicable to contracts wholly to be performed therein.

- S. **Modification** Any alterations, variations, modification or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, signed by the authorized representatives of the County and Contractor and attached to this Agreement.
- T. **Integration** The Parties agree that the entire Agreement between the Parties is contained herein and that this Agreement, including any and all exhibits attached hereto, supercede all oral Agreements and negotiations between the Parties relating to the subject matter hereof, as well as any previous agreements between the Contractor and the County or either of them relating to the subject matter hereof.

5. **PAYMENTS AND RECORDS**

- A. **Monthly Invoices** The Contractor shall submit monthly invoice statements for payments for services rendered, said statements to be submitted to the Aitkin County Department of Environmental Services.
- B. **Service Components** Monthly invoices shall specify the following level of services:
1. **Collection Mileage (Round Trip) for Unattended Drop-Off Sites** to the designated drop-off centers as specified in Attachment B, including "cardboard only" unattended drop-off sites. Round trip miles to each designated unattended drop-off location shall be measured using the shortest truck route from the Garrison Disposal transfer station in Aitkin. These round trip distances shall then be established as the fixed distance for the period of this Contract and not changed without written notification by the Contractor to the County.

The Contractor shall notify the County if any route has seasonal weight limit restrictions that require longer haul distances due to detours on higher capacity roads.
 2. **Collection Service Payments for Remote, Attended Drop-Off Sites** The County shall pay the Contractor a set fee per day for collecting recyclables at attended drop-off sites. A minimum of two attended sites shall be serviced the same day. Each attended site shall be serviced at a minimum frequency of every other week. This collection service payment shall not apply to the County Recycling Center.
 3. **Processing Fee for Aitkin County Residential Recyclables Processed** The County shall pay the Contractor for processing and marketing of recyclables from Aitkin County only. Recyclables from private commercial accounts shall be eligible for this County processing fee. Material collected from outside Aitkin County shall not be eligible for payment.

Only "processed" glass from unattended drop-off sites is eligible for processing fee payment by Aitkin County. The Contractor shall make a good faith effort to

minimize the glass requiring processing. Other glass (e.g., from attended drop-off sites, including the Aitkin County Recycling Center, curbside collection programs, etc.) that is not sorted by the Contractor at the Aitkin County Recycling Center for purposes of removal of contaminants shall not be included in the request for processing fee payment.

4. Glass Shipping Charges may be assessed back to the County for glass transportation services from the County Recycling Center to the interim glass storage location.
5. Less Revenue (Risk) Share Credit (Charge) The Contractor shall itemize the amount of revenue received from the sale (or charge) of processed recyclable material. The Contractor shall submit actual market sales receipts and truck scale weight tickets, or other suitable documentation as approved by the County. This revenue (risk) share credit (charge) shall include Aitkin County recyclables, residential and commercial, plus materials collected from outside of Aitkin County **that receive a profit such as cardboard, aluminum and office paper**. The Contractor shall make a good faith effort to secure the best value, highest paying markets for recyclable materials. The County may assist the Contractor in securing additional, higher paying markets for recyclable materials.
- C. Payment for Services The County shall pay the Contractors for services rendered as invoiced upon successful completion of all services required, including, but not limited to, monthly reports as specified above in this Contract in sections 2.A.15 and 2.C.8.
- D. Compensation / Prices for Contract Services The County and the Contractor agree that the following prices and revenue share shall be paid by the County and credited back to the County from the Contractor:
 1. Mileage price for contracted collection services at unattended drop-off sites = \$2.08 per (round trip) mile
 2. Collection service fee for attended drop-off sites = prices are per day.
 - * Hill City/Palisade \$375.00
 - *McGrath/Malmo \$375.00
 3. Processing price for contracted processing services = \$75 per ton
 4. Glass Shipping Charges = \$35 per trip.
 5. Less Revenue (Risk) Share = 30% of revenue from material sales from all tons processed through the County Recycling Center.
- E. Records of Expenses and Revenues The Contractor shall be required to create, establish, maintain and preserve detailed written records listing all expenses and revenues incurred from collection, processing, marketing and transporting of recyclable materials from the designated drop-off centers listed in Attachment B. The above-mentioned records shall be open to the County for inspection during normal working hours of operation and shall be kept by the Contractor for a period of six (6) years following the termination of this Contract.

- F. Data Practices** The Contractor shall designate a management official as the responsible authority for the Contractor. Records of the Contractor established, maintained and preserved to the Contract shall be maintained and administered in accordance with the requirements of the Minnesota Government Data practices Act. Contractor designates Paul Fischer to be the responsible authority.
- G. County Record of Complaints** Complaints on service received by the County will be recorded in writing listing time, date, and name along with the address and telephone number of the person making the complaint on forms furnished by the County. A written copy of the complaint listing the nature of complaint and corrective action recommended by the County, shall be submitted to the Contractor. Monthly reports to the County by the Contractor shall identify the complaint and follow-up action taken.
- H. Inflation Adjustments** The Collection (mileage) and Processing (per ton) fees established in Section 5.D above shall be annually adjusted on January 1st at the same rate of the Consumer Price Index (CPI-U; Midwest Region – Urban Index, All items; 1982-84=100).
- I. Transition Period Clean-Ups** The Contractor shall perform clean-ups of sites closed or transitioned from permanent, unattended drop-off sites to scheduled pick-up, attended sites. Costs of such clean-up will be estimated by the Contractor based on the volume and frequency of material to be collected and removed. The Contractor shall provide such estimates immediately upon request of the County. The County shall retain the right to contract with other haulers for the clean-up services.

In Witness whereof, the Parties hereto set their hands.

By the duly elected or appointed representatives of AITKIN COUNTY:

BOARD OF COMMISSIONERS, CHAIRPERSON

David Bayley

Date

11-23-10

AUDITOR

John Hayes

Date

11-23-10

DIRECTOR OF ENVIRONMENTAL SERVICES DEPARTMENT

Wendy

Date

11-23-10

AITKIN COUNTY ATTORNEY

James Kelly

Date

11-23-10

By the duly appointed representatives of the CONTRACTOR.

The Contractor acknowledges by his/her signature on this document that the Contractor has received a copy of this Contract and is in full agreement with the terms as imposed upon the Contractor by this Agreement and that the Contractor will comply with those terms and conditions.

Paul B. Fischer Pres.

Paul B. Fischer, Owner and President

11/24/10

Date

Attachment A
PROGRAM DEFINITIONS

1. “Attended Drop-Off Sites” means designated drop-off centers that have staff to supervise and assist residents with recyclables unloading and depositing into the containers. Attended drop-off sites will therefore be required to be on a scheduled basis with hours of operation to be specified by the County in Attachment B.

Attended drop-off sites shall be defined to include disposal services for mixed municipal solid waste (MSW). That is, in addition to recycling containers, the Contractor shall provide garbage removal services at the same attended recycling collections thereby allowing residents to pay for and deposit MSW.

2. “Buy Back” means the part of the processing operations at the County’s recycling facility whereby the Contractor purchases materials from the public and other haulers.
3. “Containers” means compartmentalized, covered roll-off boxes with sufficient compartments to allow separate collection of the recyclable materials specified herein.

Other suitable types of container systems may be substituted for roll-off boxes (e.g., rear load dumpsters). Substitute types of containers must be specified in the proposal and must provide: adequate covering to prevent littering and precipitation from getting into the materials; adequate capacity; and ease of access by residents to deposit recyclable materials (e.g., unloading height not too high).

4. “Contamination” or “Contaminants” means incorrect materials deposited in the containers that are not acceptable as recyclables as defined by the County.
5. “Contractor” means the County’s contracted recycling service vendor as per this Agreement.

6. “County Recycling Facility” means the Aitkin County Recycling Facility located in the City Industrial Park, on County Road 83, in Aitkin, Minnesota.

7. “Designated Drop-Off Center” means a specified facility for storage of recyclable materials. These facilities may be attended or unattended and will be located at site locations and schedules as specified by the County.

Attachment B is the current list of designated drop-off centers, including description of specific site locations and schedules of operations.

8. “Designated Drop-Off Center Host” or “Site Host” means the site sponsor, agency or business. The container may be on or near host’s property. If the site is an unattended drop-off center, the site host will designate a contact person responsible for monitoring the recycling container as it fills up.
9. “Designated Private Recycling Facility” means a private facility that engages in the processing and marketing of recyclable materials.

10. “End Markets” means the final manufacturing plant or business where the processed recyclables are sold to make a new product (for example, mills). Brokers, intermediate processors and other recycling material reclaimers are not considered end-markets.
11. “Haulers” means solid waste management and / or recycling firms that provide collection services to residents and businesses in or near the Aitkin County region.
12. “Markets” for recyclable material include any person or company that buys (or charges) for recycling of specified materials. “Markets” may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.
13. “Mixed-Color Glass” Acceptable food and beverage glass jars and bottles (as per Attachment D) as prepared by residents, but not sorted by color. I.e., all colors of glass mixed into one compartment in the containers.
14. “Recyclables Collection” means taking up of all recyclable materials accumulated in containers at designated drop-off centers and the transporting of the recyclable materials to a recycling facility where they can be processed and / or transferred for marketing.
15. “Recyclable Materials” means those “minimum list of materials” identified by the County in Attachment C.
16. “Recycle/Recycling” means the process of collecting, processing and preparing recyclable materials and reusing them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
17. “Recycling Facility” is a general term and means either the County recycling facility a designated private recycling facility.
18. “Rejects” means materials that, after processing by the Contractor, are not marketable as recyclables and must be disposed as mixed municipal solid waste.
19. “Triggering Event for Renegotiation” means any event that allows either the County or the Contractor to initiate renegotiation of the Contract due to systems changes that may effect costs of services.
20. “Unattended Drop-Off Sites” are designated drop-off centers that do not have staff present whereby residents are asked to unload their own recyclables without supervision. Unattended drop-off sites, in general, are open 24-hours per day, seven days per week, as specified by the County in Attachment B.

ATTACHMENT B - LIST OF DESIGNATED DROP-OFF CENTERS

Site No.	City/Location	Establishment (As Host for Site)	Service Type/Materials ^(b)	Minimum Frequency of Service ^(c)
1.	Aitkin/County Courthouse	Aitkin County	Unattended/Cardboard only	On Call
2.	Aitkin/County Recycling Center	County/Contractor	Attended/Full service	Empty as needed (On-site)
3.	Aitkin/High School	High School	Attended/Full service (For school use only)	On Call
4.	Aitkin/Rippleside Elem School	Elementary School	Attended/Full service (For school use only)	On Call
5.	Hill City	<i>Sonny's Citgo</i> (Hwys 200 & 169)	Attended/Full service	Every other week ^(c)
6.	Hill City School	School	Unattended/Cardboard only (For school use only)	On Call
7.	Long Lake Conservation Reserve	Conservation Reserve	Unattended/Full service	On Call
8.	Malmo	<i>Malmo Conoco</i>	Attended/Full service	Every other week ^(c)
9.	McGrath	1865 Café	Attended/Full service	Every other week ^(c)
10.	McGregor School	School	Unattended/Full service (For school use only)	On Call
11.	Palisade	<i>Palisade Supply</i>	Attended/Full service	Every other week ^(c)
12.	Savanna State Park	MN Dept of Natural Resources	Unattended/Full service (For park guests only)	On Call (Seasonal)

Notes:

- (a) This list of designated drop-off centers was revised by the County in June 2000 to exclude the former sites of Libby Dam and Savanna State Park, and on 2-15-02 to eliminate Jacobson and Tamarack. On 4-23-02 added Savanna State Park and on June 1, 2007 added J&H Transfer Station. 1-1-2011 removed J&H Transfer Station and McGregor Transfer Station. The County reserves the exclusive right to add or subtract designated drop-off centers to be serviced by the Contractor.
- (b) "Full Service" means all County-specified materials collected at this drop-off center (see Attachment C for detailed list).
- (c) Attended drop-off centers collected every other week shall be open a minimum of two (2) hours per collection. The Contractor shall specify exact schedule (i.e., days of the week, hours, etc. for each site) and submit to the County for approval. Severe weather is understood as a permissible exception to this schedule.

<u>Attachment C</u> LIST OF DESIGNATED RECYCLABLE MATERIALS		
Acceptable	Items NOT recyclable	Resident Preparation Instructions
Glass Glass bottles and jars (empty) Holding food and beverages only	Ceramic dishes, Dirty bottles, Bottles with caps Dinner Plates. Ovenware Clay pots Drinking glasses, crystal, broken glass Window panes, mirrors Light bulbs	No need to separate by color Remove lids Rinse to remove residue Do not break glass
Plastic No. 1 thru 6 Plastic bottles (empty – remove caps): Milk, pop, beverage containers, Laundry Soap, cool whip and butter tubs	Plastic Bags, screw on lids, Any type of plastic film Pails, tubs, plates, plastic cups, bowls, caps, lids, Ketchup cups Plastic utensils, screw on lids, dirty bottles, rubber products, Styrofoam cups and packing materials, polyvinyl sheeting, heat shrink wrap	Remove caps, lids Rinse to remove residue Do not try to recycle more than these types of bottles Throw away caps and lids Throw away all other non-plastic May be mixed with tin and aluminum cans (a)
Cans: Aluminum and Tin Steel/tin cans Aluminum cans (emptied) Aluminum pie and meat tins Aluminum foil	Wire strapping, dirty cans, cardboard cans, appliances, power tools or batteries, metalized-look plastics, screw-on lids	Rinse to remove residue No need to remove labels May be mixed with plastics (b)

Notes:

- (a) Plastic may be mixed in same recycling container compartment with tin/aluminum cans at discretion of the contractor
- (b) Tin/aluminum cans may be mixed in same recycling container compartment with plastic at discretion of the contractor

Attachment C (continued)
LIST OF DESIGNATED RECYCLABLE MATERIALS

Acceptable	Items NOT recyclable	Resident Preparation Instructions
<p>Cardboard Corrugated cardboard (cardboard from boxes with fluted center and two side panels) Paperboard (cereal, kleenex, chip and pizza boxes).</p>	<p>Chipboard, packing peanuts, cellulose packing, foil, plastic wrap, egg crate material, milk cartons, wood scraps Waxed or coated cardboard No meat or juice stained cardboard</p>	<p>Flatten boxes Remove plastic or waxed paper liners and all Styrofoam packing materials</p>
<p>Paper Newspaper, magazines, catalogs, phone books Office paper: white or pastel Stationary/typing paper Envelopes: White, gold, brown, post-it notes, computer paper, Adding machine paper Index/tab/time cards, manila folders, note paper, thermal fax paper, NCR (carbonless copy-through paper)</p>	<p>Blue prints, carbon paper, construction paper, copy paper wrappers, food packaging, Metal bindings, plastic covers, Puzzle books, comic books, Rubber bands, paper clips, Adhesive labels and stickers Cellophane, foils</p>	<p>Newspaper separate in brown paper bags or bundle with string/twine Magazines separate in brown paper bags or bundle with string/twine Catalogs may be included in same bags with magazines Phone books may be included in same bag with magazines</p>

Appendix E

OFFICIAL COPY
AITKIN COUNTY
SOLID WASTE ORDINANCE

An ordinance authorizing and providing for county Solid Waste Management establishing powers and duties in connection there-with, establishing standards and requirements for solid waste management operation within the County of Aitkin, requiring a license for the establishment and use of solid waste management by rules of the Minnesota Pollution Control Agency; providing for enforcement of said requirements; requiring a performance bond and insurance; and imposing penalties for failure to comply with these provisions; in purpose and object to promote health, welfare, and safety of the public and protect resources of water, air and land pursuant to Minnesota Statutes 115, 115A, 116 and 400.

The County Board of Commissioners of the County of Aitkin, hereinafter referred to as the County Board, does ordain:

SECTION I. DEFINITIONS.

Unless specifically altered, terms and abbreviations use in this ordinance shall be interpreted in a manner consistent with Minnesota Statutes, Chapters 115, 115A, 116 and 400 and rules of the Agency, which have been or hereafter may be adopted under those provisions. Terms and abbreviations used in accordance with the context and professional usage.

Subd. 1. “Agency” means the Minnesota Pollution Control Agency.

Subd. 2. “Air Contaminant” means the presence in the outdoor atmosphere of any dust, fume, mist, smoke, vapor, gas or other gaseous fluid, or particulate substance differing in composition from or exceeding in concentration the natural components of the atmosphere.

Subd. 3. “Air Pollution” means the presence in the outdoor atmosphere of any air contaminant or combination thereof in such quantity, of such nature and duration, and under such conditions as would be injurious to human health or welfare, to animal or plant life, or to property.

Subd. 4. “Canister System” means one or more commercial solid waste storage containers (such as “green boxes” and “dumpsters”) located to function as intermediate disposal facilities, and which are serviced on a regular basis by a public or private solid waste hauler.

Subd. 5. “Commercial Hauler” means any person, as defined in Section I, who owns, operates, or leases vehicles for hire for the purpose of collection and/or transportation of any type of solid waste.

Subd. 6. “County” means any department employee or representative of the County who is authorized by this ordinance or otherwise by the County Board to represent this County of Aitkin in the enforcement or administration of this ordinance.

Subd. 7. “Composting” means the controlled biological decomposition of selected solid waste in a manner resulting in an innocuous final product.

Subd. 8. “Cover Material” is material that is used to cover compacted solid waste in a land disposal site. Important general characteristics of good cover material are low permeability, uniform texture, cohesiveness and compactability. Suitable cover material is material that meets or exceeds standards as determined from time to time by the Agency.

Subd. 9. “Demolition” means stumps, rocks, discarded building material, trees, wood and wood products and cement, old bituminous surfacing, plaster, metal, glass and plastic building parts.

Subd. 10. “Garbage” means discarded material resulting from the handling, processing, storage, preparation, serving and consumption of food.

Subd. 11. “Hazardous Waste” means materials or substances which are hazardous waste pursuant to the definition of hazardous wastes established from time to time by the State of Minnesota.

Subd. 12. “Illegal Dumping” means dumping of any garbage including littering, demolition, white goods, used oil, batteries, rubbish or solid waste anywhere other than an approved site or container.

Subd. 13. “Incineration” means the process by which solid wastes are burned for the purpose of volume or height reduction or energy recovery in facilities designed for such use.

Subd. 14. “Intermediate Waste Disposal Facility” is a facility for the preliminary or incomplete disposal of solid waste including, but not limited to, transfer station, canister site of system, open burning site, incineration, composting, recovery of recyclable materials, reduction, shredding, and compression.

Subd. 15. “Junk Yards” means land or structures where waste, discarded or salvaged materials are bought, sold, exchanged, stored, cleaned, packed, disassembled, or handled, including, but not limited to, scrap metal, rags, paper, rubber products, lumber products, glass products, and products resulting from the wrecking of automobiles or other vehicles, provided further that the outdoor storage of three (3) or more inoperative or not currently licensed motor vehicles or any combination thereof for a period in excess of three (3) months shall also be considered junk.

Subd. 16. “Land Pollution” means the presence in or on the land of any waste in such quantity, of such nature and duration, and under such condition as would affect injuriously any waters of the state, create air contaminants or cause air pollution.

Subd. 17. “Licensee” means a person who has been issued a license by the Board for solid waste management purposes pursuant to this ordinance.

Subd. 18. “Operation” means any site, facility, or activity relating to solid waste management.

Subd. 19. “Person” means any human being, any municipality or other governmental or political subdivision or other public association, or other organization, any receiver, trustee, assignee, agent, or other legal representative of any of the foregoing, or another legal entity.

Subd. 20. “Putrescible Material” means solid waste which is capable of being rotten, or which may reach a foul state of decay or decomposition.

Subd. 21. “Refuse” means putrescible and nonputrescible solid wastes, including garbage, rubbish, ashes, incinerator ash, incinerator residue, street cleaning, market and industrial solid wastes, and municipal treatment wastes which do not contain free moisture.

Subd. 22. “Rubbish” means nonputrescible solid wastes, including, but not limited to, ashes, consisting of both combustible and noncombustible wastes, such as paper, cardboard, tin cans, yard clippings, wood, glass, bedding, crockery, or litter of any kind.

Subd. 23. “Land Disposal Facility” means a land disposal site employing an engineered method of disposing of solid waste on land in a manner that minimizes environmental hazards by spreading the solid waste in thin layers, compacting the solid waste to the smallest practical volume, and applying cover material at the end of each operating day, or at intervals as may be required by the Agency.

Subd. 24. “Scavenging” means collection and removal of salvageable materials by searching through land disposal facilities, transfer stations, canisters or demolition sites.

Subd. 25. “Shoreland” means land located within the following distances from public water: a) 1,000 feet from the ordinary high water mark or a lake, pond, or flowage; and b) 300 feet from a river or stream or the landward extent of a flood plain designated by ordinance on such river or stream, whichever is greater.

Subd. 26. “Solid Waste” means garbage, refuse, rubbish, sludge from a water supply treatment plant or air contaminant treatment facility, or other discarded waste materials and sludges, in solid, semi-solid, liquid or contained gaseous form, resulting from industrial, commercial, mining, or agricultural operations, or from community activities, but does not include hazardous waste; animal waste used as fertilizer; earthen fill, demolition material; sewage sludge, solid or dissolved material in domestic sewage or other common pollutants in water sources, such as silt, dissolved or suspended solids in industrial waste water effluents or discharges which are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, dissolved materials in irrigation return flows; or source material, special nuclear material, or a by-product material as defined by the Atomic Energy Act of 1954, as amended.

Subd. 27. “Solid Waste Management Facility” means a land disposal facility or an intermediate disposal facility.

Subd. 28. “Solid Waste Management” means the storage, collection, or removal of solid waste from or on public or private property, its transportation to intermediate or final disposal facilities or its final disposal by methods approved by the Agency.

Subd. 29. “Transfer Station” means an intermediate solid waste disposal facility in which solid waste collected from any source is temporarily deposited to await transportation to another solid waste management facility.

Subd. 30. “Vandalism” means willful or malicious defacement or damage to county property, including damage to gates, canisters, attendants building, signs or any other county property of buildings, either at the main land disposal facility or any of the outlying canister sites or demolition areas.

Subd. 31. “Water Pollution” means a) the discharge of any pollutant into any waters of the state so as to create a nuisance or render such waters unclean, or noxious, or impure so as to be actually or potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, first or other aquatic life; b) the manmade or man-induced alteration of the chemical, physical, biological, or radiological integrity of waters of the state.

Subd. 32. “Water of the State” means any waters, surface or underground, except those surface waters which are not confined but are spread and diffused over the land. “Waters of the State” includes all boundary and inland waters.

SECTION II. GENERAL PROVISION.

Subd. 1. No person shall cause, permit, or allow land or property under his control to be used for solid waste management purposes, except at the operation for which a license has been granted by the County Board, and if required, a permit/license has been issued by the Agency, unless otherwise provided by this ordinance. A license shall not be required under this ordinance for any site used for the disposal of solid waste from only a single family household, if the same is permitted under the laws of Minnesota. A license shall not be required of the County for solid waste management functions performed by the County or its employees.

Subd. 2. Any operation to be used for any method of solid waste management not otherwise provided for in this ordinance must be licensed by the County Board before operation may commence. The license application shall include three sets of complete plans, specifications, design data and ultimate land use plans. Proposed operating procedures for a solid waste disposal facility must be prepared by a professional engineer registered in Minnesota. The applicant shall procure a proper zoning permit to accompany the application if required by the County Zoning Ordinance. No license shall be issued for a solid waste facility unless the applicant has demonstrated to the satisfaction of the County Board the availability of revenues necessary to operate the facility in accordance with applicable state and local laws, ordinances and rules.

Subd. 3. After receiving an application for an operation, the County Board shall refer such applications to the County Solid Waste Officer who shall give his recommendation to the County Board concerning whether it should issue or deny the license. If an applicant is denied a license, such applicant shall be notified in writing of the reasons therefore by the County Board. A denial shall be without

prejudice to the applicant's right to an appearance before the County Board or to the applicant's right to file a further application after revisions are made to satisfy objections specified as reasons for the denial.

Subd. 4. The County Board shall refuse to issue a license for any operation which does not comply with this ordinance, Agency rules and the County's solid waste management plan.

Subd. 5. Issuance of any license pursuant to the provisions of this ordinance, except for licenses for collection and transportation of solid waste, shall be contingent upon the applicant furnishing to the County a bond in the amount set by the County Board. This bond shall name the County as obligee with sufficient sureties duly licensed and authorized to transact business in the State of Minnesota as sureties. The condition of such bond shall be that if the licensee fails to comply with any of the requirements or fails to perform any of the acts required of an operation or ceases to operate or abandons the operation, and the County is required to expend monies or expend any labor or material to restore the operation to a condition in compliance with this ordinance, or if for the same reasons the County incurs liability of any nature whatsoever, the sureties shall indemnify and save the County harmless from all liabilities, losses, costs, and charges that may occur to the County, including attorney's fees and other litigation expenses because of any default of the licensee under the terms of his license to operation in compliance with the terms of the ordinances of the County.

Subd. 6. In addition to the bond referred to in Subd. 5, issuance of any license pursuant to the provisions of this ordinance shall be contingent upon the applicant securing, and furnishing to the County a copy of a certificate therefore, the following types of insurance issued to the licensee by insurers duly licensed within the State of Minnesota and in amount to be set by the County Board; general liability, including, but not limited to, bodily injury, property damage, motor vehicle, loading and unloading and, except for licenses issued for collection and transportation of solid waste, gradual pollution insurance.

Subd. 7. Any license granted by the County Board under the provisions of this ordinance may be suspended by the County Board at any time for noncompliance with the provisions of the license, this ordinance or applicable state laws or rules, or upon written notification to the licensee and the County Board by the Solid Waste Officer or by an authorized representative of the Agency that the continued use of the operation may endanger the health, welfare, or safety of the public or that the continued use may cause pollution or impairment of the environment. The notice of suspension shall be deemed adequately served whenever it is served upon the licensee personally or by leaving the same at the licensed premises with the person in charge thereof. A copy of the notice of suspension shall be provided to the County Board. The County Board shall remove the license suspension only upon presentation of evidence acceptable to the County board that the conditions which were cited as cause for suspension have been fully corrected. A license may be revoked only after the County Board has held a public hearing at which the licensee and other persons wishing to be heard concerning the operation shall have the right to be heard. The date of the hearing for license revocation shall be set by the County Board and shall not be held earlier than ten calendar days after notice of said hearing was mailed to the licensee. Evidence may be adduced in a manner consistent with the rules of evidence applied in civil cases. A transcript thereof shall be made by tape recording or other suitable technique. If, pursuant to said hearing, the County Board shall determine that the license that the operation has been conducted in violation of the provisions of the license, this ordinance, State laws or State rules, the County Board may revoke the license or

continue such suspension in effect until the operation has demonstrated that full compliance with the provisions of the license, this ordinance, State laws or State rules has been attained and that such compliance will be continued in the foreseeable future.

Subd. 8. Routine inspection and evaluation of an operation shall be made by the Solid Waste Officer at such frequency as to ensure consistent compliance by the operation with the provisions of this ordinance. The licensee shall be provided with a written inspection report containing a precise description of any deficiencies, recommendations for the correction thereof and the date when the corrections shall be accomplished. Copies of said report(s) shall be furnished to the Agency. The licensee shall allow to authorized representatives of the County or the Agency access to the facility and to equipment at any time for the purpose of making such inspections as may be necessary to determine compliance with the requirements of this ordinance, and any other applicable statute, ordinance or rule.

Subd. 9. Where the conditions imposed by any provision of this ordinance are either more restrictive or less restrictive than comparable conditions imposed by any other provision of this ordinance, or any other applicable law, ordinance, or rule the provision which established the higher standards for the promotion of the public health, safety, and general welfare shall prevail.

Subd. 9a. Notwithstanding Section 2, Subd. 9 of the Solid Waste Ordinance, all provisions of both the Aitkin County Zoning Ordinance and the Aitkin County Solid Waste Ordinance shall be given effect to the fullest extent possible, and all requirements of each respective ordinance shall be given effect and shall be complied with to the fullest extent possible. In the event of irreconcilable conflict between the provisions and requirements of these respective ordinances, the provision of the ordinance imposing the more restrictive standard shall be complied with.

Subd. 10. Every license issued for a solid waste operation shall be registered with the office of the County Department of Environmental Services.

Subd. 11. Scavenging shall be prohibited at all land disposal facilities, sites and demolition sites in Aitkin County except as authorized in writing by the Solid Waste Officer.

SECTION III. SOLID WASTE OFFICER.

Subd. 1. The Solid Waste Officer shall have all necessary authority to implement and carry out the provisions of this ordinance including, but not limited to, the following:

- a. To review and consider all license applications and supporting materials which are referred to the Solid Waste Officer for operation within the County, and after such review and consideration, to recommend in writing with documentation to the County Board whether a license should be granted or denied.
- b. To inspect operations to determine compliance and to investigate complaints about violations of this ordinance.
- c. To recommend to the County Attorney that legal proceeding be initiated against a person or group of persons to compel compliance with the provisions of this ordinance or to terminate or control an operation not in compliance with this ordinance.

- d. To encourage and conduct studies, investigations and research relating to aspects of solid waste management, including, but not limited to, methodology, chemical and physical considerations and engineering.
- e. To advise, consult, and cooperate with the public and other governmental agencies in furtherance of the purpose of this ordinance.

SECTION IV. SOLID WASTE STORAGE

Subd. 1. Solid wastes shall be stored in a manner which complies with State rules administered by the Agency.

Subd. 2. Toxic or hazardous wastes shall be stored in accordance with State rules administered by the Agency.

Subd. 3. Transfer stations and canister sites may be established and licensed annually according to Section VIII and shall meet all requirements listed in Section IV as well as any additional requirements imposed by the County Board.

Subd. 4. Solid wastes shall not be stored on public or private property for more than two (2) weeks without the written approval of the Solid Waste Officer. Nonputrescible wastes suitable for recycling shall not be stored on public or private property in a manner which creates a nuisance, blight or health hazard.

SECTION V. COLLECTION AND TRANSPORTATION OF SOLID WASTE

Subd. 1. The collection and transportation of solid waste shall be performed in accordance with State rules administered by the Agency.

Subd. 2. Toxic and hazardous wastes shall be transported in a manner consistent with State rules administered by the Agency.

Subd. 3. No person may collect or transport solid waste for hire without first obtaining a license from the County Board. The County Board shall not issue a license until the applicant complies with all the following requirements:

- a. The applicant shall submit a completed application form provided by the County for a solid waste collection and transportation license.
- b. The applicant shall submit to the County, specifications of all vehicles to be used for solid waste collection and transportation. Such vehicles shall have leak-proof bodies of easily cleanable construction, completely covered with metal, heavy canvas or other suitable covering, and shall be subject to approval and periodic inspection by the Solid Waste Officer.
- c. The applicant shall submit a description of the route(s) to be followed by all solid waste collection and transportation vehicles between the area of collection and the solid waste disposal operation.

- d. The applicant shall meet all of the applicable requirements for obtaining a license which are specified in Section II of this ordinance.
- e. The applicant shall be financially and operationally capable, as determined by the County Board, to properly collect, transport and dispose of all solid waste.

SECTION VI. SOLID WASTE LAND DISPOSAL FACILITIES.

Subd. 1. Land disposal facilities shall meet all the requirements of State rules administered by the Agency which govern these facilities.

Additionally, no person shall establish, operate or maintain a land disposal facility without first obtaining a license or permit from the County Board or Agency in accordance with Section II.

Subd. 2. An application for a county license shall include, but not limited to, the following:

- a. An operating schedule and a schedule of fees to be levied at the land disposal facility.
- b. A notarized affidavit stating that the applicable local governments have been given at least thirty (30) days notification of the pending application for a license.
- c. A certificate from the County Zoning Administrator that the use proposed is in accordance with the established County Zoning Ordinance.
- d. Sufficient documentation to enable the County Board to determine whether the applicant is financially and operationally capable to properly dispose of all solid waste.

SECTION VII. INTERMEDIATE SOLID WASTE DISPOSAL FACILITIES.

Subd. 1. No intermediate solid waste disposal operation shall be constructed, established, maintained or operated unless the operator or owner thereof has first been issued therefore a license from the County Board and a permit from the Agency. The applicant shall meet all requirements for obtaining a license as specified in Section II of this ordinance. The application for a license shall contain the following information:

- a. Location, size, and ownership of land upon which the operation will be situated.
- b. General description of property use in the immediate vicinity of the operation.
- c. Complete construction plans and specifications and proposed operating procedures for the operation.
- d. Rates and charges to be imposed at the operation.
- e. A notarized affidavit stating that the applicable local governments have been given thirty (30) days written notification of the pending application for a license.
- f. Such additional data and information as may be required by the Solid Waste Officer.

Subd. 2. An intermediate solid waste disposal facility shall be constructed, operated, and maintained in compliance with the following requirements and State rules administered by the Agency.

- a. A sign shall be posted on the premises indicating the name of the operation, the days and hours during which it is open to the public, and user charges, if any. The sign shall be approved by the Solid Waste Officer.
- b. The premises shall be constructed and landscaped in such a manner as to be aesthetically pleasing in appearance.
- c. Sanitary facilities and shelter adequate for employees shall be provided on these premises.
- d. Records in a form acceptable to the Solid Waste Officer shall be maintained indicating the type and quantity of solid waste processed by the operation.
- e. The operation shall be located, equipped, operated and maintained in a manner which prevents the creation of a nuisance, or unsanitary condition.
- f. The premises' entrances and exits shall be maintained in a clean, neat and orderly manner at all times.
- g. All unloading of solid waste from contributing vehicles shall be conducted in such a manner as to prevent or eliminate odor and litter outside the facility.

Subd. 3. Notwithstanding the preceding subdivisions, a license shall not be required for a canister system owned and operated by a collection and transportation licensee.

SECTION VIII. LICENSE FEES.

Approval by the County Board of an application for a license under this ordinance shall be contingent upon the payment to the County of a license fee in the amount established by resolution from time to time of the County Board. The amounts of the license fees shall be based upon the cost to the County of processing the license applications and administering and enforcing this ordinance with respect to said licenses. The fees prescribed shall be paid by a license applicant for each facility maintained. Solid waste collector's and transporter's fees shall be paid annually as a condition for retention of the license. Nonpayment of the annual solid waste collector's or transporter's fee shall be grounds for revocation of license. Fees shall be paid to the County Treasurer, on or before January 1 of each year.

SECTION IX. TERMINATION OF SOLID WASTE OPERATIONS.

Subd. 1. All land disposal operations licensed by the County shall be terminated in accordance with State rules administered by the Agency.

Subd. 2. The license of any operation in Subd. 1, which has water monitoring wells or lysimeters, which are reviewed by the County or the Agency to be sampled shall establish with the County an escrow account no later than the time that the land disposal facility commences operation. Nothing herein in any way shall condition, limit or otherwise restrict the County from asserting any rights or claims against any person as may be authorized by State or Federal statute, rule, common law or equity.

The purpose of the escrow account is to set aside adequate funds to continue sampling required by the County or the Agency for a period of no less than 75 years from termination of the operation, unless a shorter period of time not to be less than 20 years is provided for by the County Board at the time of licensing. The County Board shall specify by resolution the amount of money to be deposited in the account and the terms for payment which shall be made by the licensee to that account.

Failure by the licensee to meet the escrow account conditions established by the County Board shall constitute a failure of the licensee to comply with the terms of this ordinance, thereby enabling the County to use the provisions of Section II, Subd. 5, to make the necessary deposits to the escrow account.

Subd. 3. The County shall perform all long-term monitoring required by the County or the Agency following termination or abandonment of all solid waste operations. The County shall be reimbursed from the escrow account for expenses incurred in monitoring.

Subd. 4. The licensee of each solid waste operation shall inform the County Board in writing of a licensee's intent to abandon or terminate the operation. Such notice shall be provided in advance of the abandonment or termination date by the following amounts of time:

Land disposal operations	three years
Transfer station	one year
Incineration facility	three years
Collection/Transportation service	three months
All other solid waste operations	three months

Failure of a licensee to comply, for any reason, with the above advance notice requirements shall constitute a failure of the licensee to comply with the terms of this ordinance. The County Board may elect to pay all public and private higher-than-normal solid waste management costs which result from the premature cessation of a solid waste operation. The County may recover these costs through the provisions of Section II, Subd. 5, or if it is an operation not requiring a bond under Section II, Subd. 5, the County shall have a cause of action for such costs against the responsible party or parties. Nothing herein in any way shall condition, limit or otherwise restrict the County from asserting any rights or claims against any person as may be authorized by State or Federal statute, rule, common law or equity.

SECTION X. VARIANCES.

Upon written application by the applicant or operator, the County Board may grant variance from the provisions of this ordinance in order to promote the effective and reasonable application and enforcement of the provisions of this ordinance. If such variance would result in noncompliance with Agency rules, a variance application must be filed with the Agency.

A variance may be granted by the County Board after a public hearing where the County Board determines that enforcement of this ordinance would cause the applicant undue hardship, or that the ordinance cannot be complied with due to technological impossibility or economic unreasonableness. Such a variance shall not be granted for a period in excess of two years, but may be renewed upon application by the applicant and after a public hearing is held. A variance may be revoked prior to expiration of the variance by the County Board at a public hearing. An application for a variance shall be accompanied by a plan and schedule for achieving compliance with the ordinance. Prior to any public hearing held by the County Board under this provision, persons who may be adversely affected by the

granting of the proposed variance shall be given at least thirty (30) days notice to said public hearing. Publication of a notice of hearing in appropriate newspapers shall be considered adequate notice.

SECTION XI. NONCONFORMING SITES AND FACILITIES.

Solid waste management facilities in existence on the effective date of this ordinance shall conform to the provisions of this ordinance or terminate operations no later than 60 days from that date unless a variance application is submitted and approved by the County Board within a sixty (60) day period following the effective date of this ordinance.

SECTION XII. ADDITIONAL REQUIREMENTS.

For the purpose of protecting the public health, safety and welfare, the County Board may impose additional requirements consistent with the intent of this ordinance for the operation of solid waste management sites and facilities.

SECTION XIII. SEVERABILITY.

It is hereby declared to be the intention of the County Board that the several provisions of this ordinance be severable in accordance with the following:

Subd. 1. If any Court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such judgment shall not affect any other provision of this ordinance not specifically included in said judgment.

Subd. 2. If any Court of competent jurisdiction shall adjudge invalid the application of any provision of this ordinance to a particular structure, site, facility, or operation, such judgment shall not affect the application of said provision to any other structure, site, facility, or operation not specifically included in said judgment.

SECTION XIV. PROVISIONS ARE CUMULATIVE.

The provisions of this ordinance are cumulative limitations upon all other laws and ordinances heretofore passed or which may be passed hereafter, covering any subject matter of this ordinance.

SECTION XV. NO CONSENT.

Nothing contained in this ordinance shall be deemed to be a consent, license or permit to locate, construct, operate or maintain any site, facility or operation, or to carry on any activity.

SECTION XVI. VIOLATIONS.

Subd. 1. Any person who violates or fails, neglects or refuses to comply with the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished therefore as

provided by Minnesota Statutes. A separate offense shall be deemed committed upon each separate day during or on which a violation occurs or continues.

Subd. 2. This ordinance, in addition to other remedies, may be enforced by injunction, action or compel performance or other appropriate action in District Court to prevent, restrain, correct or abate violations.

SECTION XVII. OTHER ORDINANCES AND REGULATIONS.

Nothing in this ordinance shall preclude any local unit of government from adopting stricter regulations than this ordinance.

SECTION XVIII. OTHER COUNTY ORDINANCES.

Henceforth, this ordinance shall supersede and take the place of any existing Solid Waste Ordinance previously in effect in Aitkin County.

SECTION XIX. EFFECTIVE DATE.

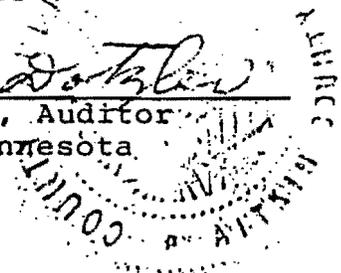
This ordinance shall be in full force and effect from and after its passage and publication according to law.

Notice of the hearing before the County Board was published in the official newspaper of the County on March 6, 1990, and pursuant to such notice, the County Board officially adopted the Solid Waste Ordinance on March 20, 1990, with the effective date to be March 28, 1990. Publication of the adopted ordinance was made in the official newspaper of the County on March 28, 1990.

Margaret Sherman
Chairperson, Aitkin County Board
of Commissioners

Certified as a complete and accurate copy of the Solid Waste Ordinance of Aitkin County, Minnesota.

Helena C. Dotzler
Helena C. Dotzler, Auditor
Aitkin County, Minnesota



I hereby certify that the within instrument was filed in this office for record as Document number _____ on this _____ day of _____ at _____ o'clock _____ .m.

Everett Davies, County Recorder
Aitkin County, Minnesota.

rafted by:
John Leitner
Aitkin County Attorney
Courthouse
Aitkin, Mn. 56431

RECORDED
TRACT INDEX
GRANTOR
GRANTEE
COMPARED

11519

COUNTY RECORDER
AITKIN COUNTY, MINNESOTA
FILED

APR 5 '90 9A M

Everett Davies
AS DOC. NO.

260964

Handwritten notes:
10/16/90
Co Auditor
11/10/90

Appendix F



**Aitkin County 2012
Final**

1. Program Survey**County solid waste collection system**

- | | | | |
|----|---|--------------------|---|
| 1. | Are all solid waste generators, including farmers, prohibited by county ordinance or county board resolution from: | | |
| | a. Burying or dumping household wastes on-site? | Yes | |
| | b. Burning household wastes on-site? | Yes | |
| 2. | Solid waste hauler licensing (Minn. Stat. 115A.93) | | |
| | a. Are all solid waste haulers who operate in the county licensed by the county? | Yes | |
| | b. Are all solid waste haulers who are not licensed by the county licensed by cities or towns? | N/A | |
| | c. Do all licenses require a variable-rate pricing structure? | Yes | |
| 3. | Does the county apply a surcharge (Minn. Stat. 115A.919, subd. 2) in addition to the tip fee to waste disposed in the county or charge a service fee (i.e. line item on property tax or utility bill) to residents and/or businesses? | | |
| | a. What is the surcharge for county waste? \$ per ton: | 0 | |
| | | \$ per cubic yard: | 0 |
| | b. What is the surcharge for out-of-county waste? \$ per ton: | 0 | |
| | | \$ per cubic yard: | 0 |
| | c. What is the total revenue generated from service fees charged to: | Businesses: | 0 |
| | | Residents: | 0 |
| | If you can't break out by business and residential but know the grand total, list here: | | 0 |

- | | | |
|----|---|---|
| 4. | How many sites in the county are available for self-hauling of MSW? Includes sites with one or more public canisters, transfer stations and processing/disposal facilities. | 4 |
|----|---|---|

County solid waste SCORE staffing

How many county full-time equivalent (FTE) staff worked on the following activities?

- | | | |
|-----|--|------|
| 5. | Source reduction | 0 |
| 6a. | Recycling collection and processing | 0 |
| 6b. | Recycling administration/support staff | 0 |
| 7. | Yard waste | 0 |
| 8. | Waste education | 0 |
| 9. | HHW & problem materials | 0 |
| 10. | Other SCORE program planning and administration | 0 |
| 11. | Total County SCORE Staff | 0.00 |
| 12. | How many city and township staff worked on SCORE-related activities? | 0 |

Recycling

- | | | |
|-----|--|-------|
| 13. | How many cities and townships offer curbside recycling at least once monthly? | 1 |
| 14. | Estimate the population served by residential curbside recycling programs. | 2,000 |
| 15. | Do all cities in your county with a population greater than 20,000 (cities greater than 5,000 in metropolitan counties) provide curbside recycling to residents? | N/A |

16.	Do all cities in your county with a population greater than 5,000 provide curbside recycling and/or recycling center to residents?	N/A
17.	Does the county have a specific program to promote commercial/industrial recycling?	Yes
18.	How many recycling centers are there in the county? (please read definition, page 13)	3
19.	How many recycling stations are there in the county? (please read definition, page 14)	7
20.	How many material recovery facilities (MRF's) are there in the county?	2
21.	Has the county banned recyclable material from landfills or the disposal system? If so, identify grades (e.g. aluminum, plastic, corrugated) below. Do not include materials banned by state law:	No
22.	Has the county enacted an ordinance requiring:	No
	a. residents to recycle	No
	b. business to recycle	No
	c. haulers to provide recycling collection services	No
23.	If not countywide, how many cities in the county have ordinances requiring:	0
	a. residents to recycle	0
	b. business to recycle	0
	c. haulers to provide recycling collection services	0
24.	Does the county license recycling collectors?	Yes
25.	Does the county require recycling collectors to submit tonnage reports?	Yes
26.	Does the county, or do any municipalities, use the following labor resources for SCORE programs? Please indicate all that apply.	
	a. volunteer	Yes
	b. non-profit	Yes
	c. private sector	Yes
	d. sentence-to-serve	Yes

Yard Waste Management

27.	How many yard waste drop-off sites are there in the county?	5
28.	How many yard waste curbside collection programs are there in the county?	0
29.	Estimate the population served by yard waste curbside collection programs.	0
30.	Does the county have an ongoing education program to inform residents how to minimize yard waste generation through on-site composting, mulching and/or low-maintenance or naturalized landscaping?	Yes
31.	Does the county have an ongoing education program to inform residents how to manage yard wastes through drop-off sites or curbside collection?	Yes
32.	Has the county notified residents of the prohibition on land disposal of yard waste?	Yes

Household Hazardous Waste (HHW) and problem Materials

33.	Has the county provided residents with educational materials on the reduction, identification and proper management of HHW?	
34.	Did the county conduct any HHW product exchanges?	
35.	Does the county operate or cooperate in a permanent HHW facility?	
36.	How many households delivered HHW directly to a permanent HHW facility?	0
37.	How many HHW collection events were held in the county?	0

38. How many households participated in HHW collection events? 0

Procurement

39a. How often does the county use *The Environmentally Preferable Purchasing Guide*? Sometimes

40. How often did the county explicitly specify recycled materials when putting out a bid? Sometimes

41. How much money did the county spend on *recycled-content* purchases this year? \$0.00

42. Does the county procure any of the following products? Check all that apply

- | | | | | |
|-------------------|-------------------------------------|-----|--|-----|
| Office | a. recycled paper | Yes | k. recycled flooring | No |
| | b. recycled envelopes | Yes | l. integrated pest management | Yes |
| | c. soy or agri-based inks | Yes | m. plastic lumber | No |
| | d.energy-efficient office equipment | Yes | n. recycled mulch | Yes |
| | e. remanufactured toner cartridges | Yes | Vehicle o. alternative based vehicles | No |
| | f. refurbished furniture | Yes | p. re-refined oil | Yes |
| Bldg maint | g. recycled paper toiletries | Yes | q. recycled or long-life antifreeze | Yes |
| | h. less toxic cleaners | Yes | r. retread tires | No |
| | i. recycled trash bags or bins | Yes | s. recycled glass road aggregate | Yes |
| | j. recycled paint | Yes | t. recycled traffic cones | No |
| | u. Other (please specify): | | | |

43. How many recycled-content products did the county purchase this year compared to last? Same

44. Do you have any examples of innovative approaches that address a barrier to buying recycled and/or less toxic products? No

Electronic Appliances

45. Did the county, or did any municipalities within the county, collect waste electronic appliances from residents as part of any recycling or HHW services?

46. Did the county, or did any municipalities within the county, have a contract for use and/or repair of electronic appliances where the county or municipality is responsible for disposal of the electronic appliance at the end of its useful life?

47. Did the county, or any municipalities within the county, have a contract for use and/or repair of electronic appliances where the contractor (usually a vendor or manufacturer) will take back the electronic appliance at the end of its useful life?

If yes, please list types of equipment under contract:

Feedback and Comments

Source Reduction Checklist

Promotion

1. Advertise business source reduction success through a county awards program or through local newspapers, radio, television, or other media. No
2. Advertise residential source reduction success through a county awards program or through local newspapers, radio, television, or other media. No
3. In the last three years, conduct focus groups or a survey of No

businesses and institutions about source reduction activities and assistance needs.

- | | |
|---|-----|
| 4. In the last three years, conduct focus groups or a survey of residents about source reduction activities and assistance needs. | No |
| 5. Establish an ongoing source reduction recognition program for county employees. | No |
| 6. Promote materials exchange through mailings, presentations or other media including the Internet. | Yes |
| 7. Promote SR through television and radio appearances. | No |

General Education/Information

- | | |
|--|-----|
| 8. Hosted events for Pollution Prevention Week | Yes |
| 9. Distributed materials (brochures, flyers, fact sheets, posters, etc.) to at least 25 percent of county businesses in the last 3 years. | Yes |
| 10. Distributed materials (brochures, flyers, fact sheets, posters, etc.) to at least 25 percent of county residents in the last 3 years. | Yes |
| 11. Developed/updated a solid and hazardous waste directory for county residents and/or businesses within the last three years. | No |
| 12. Integrated source reduction into county employee training and education programs. | Yes |
| 13. Promote OEA's What-A-Waste Curriculum or other source reduction curriculum or activities in schools. Please list materials or activities promoted: Recycling relay, Sportshow, composting class, waste reduction | Yes |
| 14. County staff has used resources from the OEA's Source Reduction Toolkit to implement SR programs. | Yes |
| 15. Staffed a SR display at a county fair or similar event. | Yes |
| 16. Incorporate SR information into a county website. | Yes |
| 17. Distributed home composting educational materials to county residents. | Yes |

Outreach to County Departments & Local Governments

- | | |
|--|-----|
| 18. A team that meets at least quarterly, including representatives from major county departments, that discusses SR as a formal part of the agenda. | No |
| 19. Cooperate with other counties to fund regional SR programs to promote source reduction. | Yes |
| 20. Attend 2 or more Counties and Cities Involved in Source Reduction and Recycling (CISRR) meetings or a regional SR workshop. | Yes |
| 21. Attend 4 or more Counties and Cities Involved in Source Reduction and Recycling (CISRR) meetings. | No |

Technical Assistance

- | | |
|---|-----|
| 22. Conduct site visits to 1-10 businesses. | Yes |
| 23. Conduct site visits to 11-40 businesses. | No |
| 24. Conduct site visits to 40+ businesses. | No |
| 25. Conduct a training session, workshop, or presentation at a business, institutional, or community event. | Yes |
| 26. Collaborated on a multi-county SR event (not limited to workshops and trainings). | No |
| 27. Conduct a waste audit or survey of at least 10 percent of county facilities within the past three years to target SR. | No |
| 28. Actively promoted and provided technical assistance for Minnesota Waste Wise. | Yes |
| 29. Developed a home composting bin distribution program for county residents. | No |
| 30. Conducted (or co-sponsored) workshops demonstrating proper home composting techniques. | Yes |
| 31. Offer permanent home composting demonstration sites. | No |
| 32. Refer organizations to an existing materials exchange program. | Yes |

- | | |
|---|-----|
| 33. Coordinate materials exchange through a HHW program. | Yes |
| 34. Coordinate, work with, or provide funding or in-kind support to a local materials exchange program. | No |
| 35. Actively assist in the exchange of materials between organizations. | No |
| 36. Work with targeted sector of business community to reduce waste. | No |
| 37. Incorporate green building goals/requirements in county construction remodeling, and maintenance bid specs and contracts. | No |
| 38. Coordinate reuse project (other than materials exchange). Please List: | No |
| 39. Conduct training with county purchasers about environmentally preferable purchasing. | Yes |

Policy Initiatives

- | | |
|--|----|
| 40. Resolution passed by county board on environmentally responsible purchasing guidelines for county facilities. | No |
| 41. Implement and promote a variable rate pricing system through county ordinance, licensure, or contract for collection. | No |
| 42. Developed an implementation strategy in county solid waste management plan that is designed to achieve a minimum of 10% per-capita source reduction. | No |
| 43. Resolution passed by county board on "green building" guidelines for construction, remodeling, and maintenance of county facilities and grounds. | No |

Summary: You have answered 'Yes' to 19 of 43 questions.

Based on this, you will receive a Source Reduction Credit of 3.

4. Revenue and Expenditures**A. Revenues****1. Calendar year 2011 revenues (1/1/2011 to 12/31/2011)**

Balance carried-over from CY 2011	\$267,448.00
Adjust to balance carried-over from CY 2011	\$0.00
Subtotal A1	\$267,448.00

2. Calendar year 2012 revenues (1/1/2012 to 12/31/2012)

County local revenue sources:	
General Revenue (special assessments, levy, prop. tax, etc.)	\$170,829.19
Service fee	\$0.00
Processing facility tip fee	\$0.00
Land disposal facility surcharge	\$0.00
SCORE funds received in CY 2012 (refer to appendix for amount)	\$55,950.00
Grants - description:	
Household hazardous waste (HHW) funding from MPCA	\$2,868.52
HHW funding from regional program sponsor	\$0.00
Material sales	\$0.00
Other - description: Licenses, Env. Ed, Misc.	\$6,341.80
Subtotal A2	\$235,989.51
Total A	\$503,437.51

B. Expenditures**1. SCORE planning, oversight and administration**

Consultant costs	\$0.00
------------------	--------

County Staff salary (should match FTE's listed on page 1)	\$0.00	
Office equipment & supplies (computers, etc.)	\$0.00	
Training, seminars and conferences	\$0.00	
Other - description: Salary, Equipment & Supplies, Training & Seminars	\$150,525.96	
	Subtotal B1	\$150,525.96
2. Recycling		
Direct capital expenditures	\$0.00	
Direct operating expenditures:		
County-contracted private services		
Residential curbside collection	\$0.00	
Recycling centers and/or recycling stations	\$0.00	
Commercial/industrial collection	\$0.00	
Processing	\$0.00	
Subsidy to private operators	\$0.00	
County-operated services	\$0.00	
Other - description: Recycling Centers, Subsidy to Private Operators	\$67,975.62	
	Subtotal B2	\$67,975.62
3. Yard Waste		
Direct capital expenditures	\$0.00	
Direct operating expenditures-county contracted private services:		
Curbside collection & processing	\$0.00	
Drop-off site management & processing	\$0.00	
Subsidy to private operators	\$0.00	
County-operated services	\$0.00	
Other - description: Advertising, Education	\$300.00	
	Subtotal B3	\$300.00
4. Household Hazardous Waste (HHW) & Problem Material Management		
Direct capital expenditures	\$0.00	
Operating Expenditures	\$0.00	
Transportation and Disposal	\$0.00	
Major appliance management	\$0.00	
Electronic appliance management	\$0.00	
Used oil management	\$0.00	
Household battery management	\$0.00	
Household fluorescent tube & HID lamp management	\$0.00	
Pass-through grants to counties in regional HHW program	\$0.00	
Other - description: Operating expenditures, Transportation & Disposal	\$10,465.83	
	Subtotal B4	\$10,465.83
5. Source Reduction		
Technical assistance to businesses	\$0.00	
Capital investment	\$0.00	
Other - description: Technical assistance to businesses	\$991.42	
	Subtotal B5	\$991.42
6. Education		
Source Reduction	\$0.00	
Recycling	\$0.00	
Yard Waste	\$0.00	
HHW & Problem Materials	\$0.00	
General public education	\$0.00	

Grants to schools	\$0.00	
Other - description: Recycling, HHW & General Public Education	\$6,173.01	
Subtotal B6	\$6,173.01	
7. Market Development		
Description 1:	\$0.00	
Description 2:	\$0.00	
Subtotal B7	\$0.00	
8. Litter Prevention		
Description	\$0.00	
Subtotal B8	\$0.00	
9. County Grants to Other Local Units of Government		
SCORE planning, oversight and administration	\$0.00	
Recycling direct capital expenditures	\$0.00	
Recycling operating expenditures	\$0.00	
Yard waste direct capital expenditures	\$0.00	
Yard waste operating expenditures	\$0.00	
HHW and problem materials management	\$0.00	
Source reduction, education, market development and misc.	\$0.00	
Other - description:	\$0.00	
Subtotal B9	\$0.00	
C. Balance		
Total CY 2012 revenues	Total A:	\$503,437.51
Total CY 2012 expenditures	Total B:	\$236,431.84
Balance carried-over to CY 2013	Total C:	\$267,005.67

Summary - Recycling

	Residential	Documented CII	Estimated CII	M/H Separated	Total
Paper					
Corrugated	327.54	241.80			569.34
Mixed paper	496.86	131.20			628.06
SubTotal:	824.40	373.00			1,197.40
Metal					
Aluminum	25.79	38.90			64.69
Other ferrous & non-ferrous		622.55			622.55
Steel/tin cans	23.82	13.10			36.92
SubTotal:	49.61	674.55			724.16
Glass					
Food & beverage	182.63	54.60			237.23
SubTotal:	182.63	54.60			237.23
Plastic					
Mixed plastic	96.48	8.50			104.98
SubTotal:	96.48	8.50			104.98
Banned					
Major appliances	99.00				99.00
Used oil	80.25				80.25
Used oil filters	7.60				7.60
Vehicle batteries	101.27				101.27
Waste tires	147.07				147.07

Antifreeze	1.85		1.85
Electronics	32.25		32.25
Fluorescent & HID lamps	3.75		3.75
HHW	5.14		5.14
Latex paint	4.20		4.20
SubTotal:	482.38		482.38
Other			
Unspecified or Other	2.49		2.49
SubTotal:	2.49		2.49
Textiles			
Textiles	12.00		12.00
SubTotal:	12.00		12.00
Grand Total:	1,649.99	1,110.65	2,760.64

On-site disposal of uncollected MSW

Estimated county population without MSW collection service that doesn't self-haul: 655 persons.

Estimated MSW managed on-site (based on above population): 275 tons per year.

Managed MSW

Estimate the percent of MSW generated by the C/I sector: 0.4 %

Summary of MSW Tons

Itasca County SW Transfer Station (SW-436)		Tons
Elk River Sanitary LF		250.00
Total		250.00
Direct Haul to Destination Facilities		Tons
Greater Morrison Sanitary LF		64.68
East Central Sanitary LF		9,688.18
Elk River Sanitary LF		52.50
Total		9,805.36
Summary		Tons
	Transfer Station Total	250.00
	Direct-Haul Total	9,805.36
	Total	10,055.36

27-Sep-13 Prepared by:TN
 Inflation =
 Interest Earned =

AITKIN COUNTY SOLID WASTE MANAGEMENT BUDGET SYSTEM --RECYCLING+MSW TRANSFER STATION+LANDFILL DISPOSAL
 2.00%
 1.00%

			2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Population	10 YR pop. change % =	0.80%	16,596	16,729	16,863	16,997	17,133	17,271	17,409	17,548	17,688	17,830
Households & Businesses	assume persons / hh =	2.2	7,544	7,604	7,665	7,726	7,788	7,850	7,913	7,976	8,040	8,104
RESOURCE RECOVERY & LAND DISPOSAL FACILITIES RECEIVING AITKIN CO. WASTES												
ELK RIVER LANDFILL, ELK RIVER MN			303	305	308	310	313	315	318	320	323	326
EAST CENTRAL SOLID WASTE COMMISSION LANDFILL			9688	9,766	9,844	9,922	10,002	10,082	10,162	10,244	10,326	10,408
MORRISON COUNTY LANDFILL			65	66	66	67	67	68	68	69	69	70
Total to Resource Recovery & Landfill - tons / year			10,056	10,136	10,218	10,299	10,382	10,465	10,548	10,633	10,718	10,804
Estimated Aitkin County Commercial Waste Generation @ % MSW 10%			1,005	1,014	1,022	1,030	1,038	1,046	1,055	1,063	1,072	1,080
TOTAL COUNTY ABATEMENT PROGRAM TONS			3,415	3,535	3,658	3,786	3,919	4,056	4,198	4,345	4,497	4,654
			Recycling, YW, HHW, Spec. W. tons/yr									

SUMMARY OF SOLID WASTE EXPENDITURES WITHIN AITKIN COUNTY

COUNTY SOLID WASTE PROGRAM COSTS

Abatement Program Costs by the Co. - includes staff & recyc fac.	\$246,775	\$251,711	\$256,745	\$261,880	\$267,117	\$272,460	\$277,909	\$283,467	\$289,136	\$294,919
TOTAL COUNTY SOLID WASTE MANAGEMENT PROGRAM COSTS	\$246,775	\$251,711	\$256,745	\$261,880	\$267,117	\$272,460	\$277,909	\$283,467	\$289,136	\$294,919
Cost / HH & Business / Year -- (occupied HH)	\$32.71	\$33.10	\$33.50	\$33.90	\$34.30	\$34.71	\$35.12	\$35.54	\$35.96	\$36.39
Cost / HH & Business / Month	\$2.73	\$2.76	\$2.79	\$2.82	\$2.86	\$2.89	\$2.93	\$2.96	\$3.00	\$3.03

REVENUE ESTIMATES FOR COUNTY WASTE MANAGEMENT PROGRAMS

MPCA HHW Grants + Regional Program Sponsor	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750
SCORE Funding	\$55,950	\$55,950	\$55,950	\$55,950	\$55,950	\$55,950	\$55,950	\$55,950	\$55,950	\$55,950
Solid Waste Levy	\$186,075	\$191,011	\$196,045	\$201,180	\$206,417	\$211,760	\$217,209	\$222,767	\$228,436	\$234,219
License Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Misc.	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

GROSS REVENUE TOTAL for County Solid Waste Management Programs

\$246,775	\$251,711	\$256,745	\$261,880	\$267,117	\$272,460	\$277,909	\$283,467	\$289,136	\$294,919
-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
ABATEMENT PROGRAMS & EXPENSES										
WASTE REDUCTION and EDUCATION	\$6,250	\$6,375	\$6,503	\$6,633	\$6,765	\$6,901	\$7,039	\$7,179	\$7,323	\$7,469
RECYCLING										
Contracted Recycling Services	\$70,000	\$71,400	\$72,828	\$74,285	\$75,770	\$77,286	\$78,831	\$80,408	\$82,016	\$83,656
Total Recycling Cost	\$70,000	\$71,400	\$72,828	\$74,285	\$75,770	\$77,286	\$78,831	\$80,408	\$82,016	\$83,656
PROBLEM MATERIAL MANAGEMENT	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247	\$3,312	\$3,378	\$3,446	\$3,515	\$3,585
HOUSEHOLD HAZARDOUS WASTE										
Program Operating Costs	\$4,000	\$4,080	\$4,162	\$4,245	\$4,330	\$4,416	\$4,505	\$4,595	\$4,687	\$4,780
Contract with SO	\$8,000	\$8,160	\$8,323	\$8,490	\$8,659	\$8,833	\$9,009	\$9,189	\$9,373	\$9,561
Total Annual Cost	\$12,000	\$12,240	\$12,485	\$12,734	\$12,989	\$13,249	\$13,514	\$13,784	\$14,060	\$14,341
COUNTY STAFF & ADMINISTRATION - only for time spent on solid waste activities										
Staff	\$117,000	\$119,340	\$121,727	\$124,161	\$126,645	\$129,177	\$131,761	\$134,396	\$137,084	\$139,826
Benefits	\$30,250	\$30,855	\$31,472	\$32,102	\$32,744	\$33,398	\$34,066	\$34,748	\$35,443	\$36,152
Administration, travel, equipment, S. Waste Committee, Capital Expenditures	\$8,275	\$8,441	\$8,609	\$8,781	\$8,957	\$9,136	\$9,319	\$9,505	\$9,695	\$9,889
Total Solid Waste Staff & Administration Cost	\$155,525	\$158,636	\$161,808	\$165,044	\$168,345	\$171,712	\$175,146	\$178,649	\$182,222	\$185,867
GROSS EXPENDITURE FOR COUNTY ABATEMENT PROGRAMS										
TOTAL GROSS COUNTY ABATEMENT PROGRAMS EXPENDITURE	\$246,775	\$251,711	\$256,745	\$261,880	\$267,117	\$272,460	\$277,909	\$283,467	\$289,136	\$294,919
HOUSEHOLD GROSS EXPENDITURE / YR - including Co. Staff	\$34.93	\$35.63	\$36.34	\$37.07	\$37.81	\$38.56	\$39.34	\$40.12	\$40.93	\$41.74
MONTHLY HOUSEHOLD GROSS EXPENDITURE - including Co. Staff	\$2.91	\$2.97	\$3.03	\$3.09	\$3.15	\$3.21	\$3.28	\$3.34	\$3.41	\$3.48
NET COST / Household / Month -- after SCORE grant \$\$	\$2.91	\$2.97	\$3.03	\$3.09	\$3.15	\$3.21	\$3.28	\$3.34	\$3.41	\$3.48

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

25
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 1/12/2014

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager



Title of Item: Pay Equity Report

Requested Meeting Date: 1/28/2013 Estimated Presentation Time: Consent Agenda

Presenter: Bobbie Danielson

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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

BJD

HR Review

Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: Aitkin County Commissioners
Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager 

Date: January 12, 2014

Subject: 2014 Pay Equity Report (Data as of 12/31/2013)

Prior Action

Aitkin County submitted its last pay equity report in 2011 and received a Notice of Pay Equity Compliance.

Background Information

Aitkin County is again required to submit its pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report is due every 3 years and must be signed by the Board Chair and submitted by January 31.

The report is public data under the MN Government Data Practices Act. A notice will be sent to all union representatives and will be posted in a prominent location in the courthouse for 90 days, as required.

Action Requested

Motion to approve the 2014 pay equity report and to authorize the Board Chair to sign the Implementation Report, as required.

Please feel free to contact me if you have any questions or concerns.

Part A: Jurisdiction Identification

Jurisdiction:

Jurisdiction Type:

Contact:

Phone:

E-Mail:

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

[Empty box for description]

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

- 3. An official notice has been posted at:

_____ (prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

_____ (governing body)

_____ (chief elected official)

_____ (title)

Part C: Total Payroll

[Empty box for total payroll]

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: [Empty box]

Minnesota Pay Equity Management System - Aitkin County(14-No Submission)

[Home](#)

[Utilities](#)

[Go To](#)

[Log Out](#)

Pay Equity Implementation Form

Information entered on this page is not saved until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Aitkin County
Room 134
Aitkin

Jurisdiction Type: CTY - County

Contact:	Name	Title	Phone	Email
	Bobbie Danielson	HR Manager	218-927-7277	bobbie.danielson@co.aitkin.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant's System (specify)

Describe: (*less than 240 characters)
Hay Group

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.

3. An official notice has been posted at:
Courthouse Bulletin Board (prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:
Aitkin County Board (governing body) (*less than 60 characters)
Mr. Mark Wedel (chief elected official)(*less than 60 characters)
Chairperson (title) (*less than 60 characters)

Checking this box indicates the following:

Part C: Total Payroll

_____ is the annual payroll for the calendar year just ended December 31.

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Compliance Report

Jurisdiction: Aitkin County
 Room 134
 217 - 2nd Street N.W.
 Aitkin MN 56431

Report Year: 2014
 Case: 1 - 2014 DATA (Private (Jur Only))

Contact: Bobbie Danielson Phone: (218) 927-7277 E-Mail: bobbie.danielson@co.aitkin.mn.u

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	44	52	8	104
# Employees	82	98	37	217
Avg. Max Monthly Pay per employee	6,160.35	5,991.28		5,998.30

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 280.68 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	25	44
b. # Below Predicted Pay	19	8
c. TOTAL	44	52
d. % Below Predicted Pay (b divided by c = d)	43.18	15.38

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 178	Value of T = -4.294
-------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = (\$11)
- b. Avg. diff. in pay from predicted pay for female jobs = \$134

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 28.00
- B. Avg. # of years to max salary for female jobs = 28.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Aitkin County
LGID 1520

Case: 2014 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
3	COOK (S.O., 2 FT)	0	2	F	106	\$1,880.00	\$4,603.00	28.00	0.00	
108	COOK (LLCC, 2PT)	0	2	F	106	\$1,880.00	\$3,393.00	28.00	0.00	
4	MAINTENANCE/CUSTOD	1	0	M	116	\$1,970.00	\$3,554.00	28.00	0.00	
5	CUSTODIAN (1 FT, 6 PT)	6	1	M	119	\$1,970.00	\$4,764.00	28.00	0.00	
7	RECORD TECHICIAN (S.	0	2	F	141	\$2,074.00	\$4,946.00	28.00	0.00	
8	LICENSE CLERK AIDE	0	1	F	141	\$2,074.00	\$4,946.00	28.00	0.00	
9	UTILITY/MAINTENANCE (1	0	M	142	\$2,074.00	\$4,946.00	28.00	0.00	
10	CLERICAL (ASSESSOR)	0	1	F	147	\$2,074.00	\$4,946.00	28.00	0.00	
11	OFFICE SUPPORT SPEC	0	6	F	152	\$2,074.00	\$4,946.00	28.00	0.00	
13	LABORER (LAND)	1	0	M	154	\$2,074.00	\$4,946.00	28.00	0.00	
14	MAINTENANCE COORDI	1	0	M	160	\$2,168.00	\$5,124.00	28.00	0.00	
15	DEPUTY TREASURER	0	1	F	169	\$2,168.00	\$5,124.00	28.00	0.00	
16	ACCOUNT TECHNICIAN (0	1	F	169	\$2,168.00	\$5,124.00	28.00	0.00	
17	DEPUTY RECORDER	1	1	B	169	\$2,168.00	\$5,124.00	28.00	0.00	
18	DEPUTY LAND COMMISS	0	1	F	182	\$2,312.00	\$5,372.00	28.00	0.00	
19	EQUIPMENT OPERATOR	14	0	M	184	\$2,312.00	\$5,018.00	28.00	0.00	
20	SIGNPERSON/MECHANIC	1	0	M	184	\$2,312.00	\$5,018.00	28.00	0.00	
21	FORESTRY/PARKS TECH	1	1	B	187	\$2,312.00	\$5,372.00	28.00	0.00	
22	CLERK SECRETARY (AS	0	1	F	194	\$2,312.00	\$5,372.00	28.00	0.00	
23	LEGAL SECRETARY	0	3	F	194	\$2,312.00	\$5,372.00	28.00	0.00	
24	SECRETARY/CLERK/BOC	0	2	F	194	\$2,312.00	\$5,372.00	28.00	0.00	
25	MECHANIC	1	0	M	194	\$2,312.00	\$5,018.00	28.00	0.00	
27	CASE AIDE (HHS)	0	5	F	200	\$2,312.00	\$5,372.00	28.00	0.00	
28	FAMILY BASED SERVICE	0	1	F	200	\$2,312.00	\$5,372.00	28.00	0.00	
29	CHILD SUPPORT ENFOR	0	1	F	200	\$2,312.00	\$5,372.00	28.00	0.00	
31	ACCOUNTING TECHNICI	0	2	F	203	\$2,312.00	\$5,372.00	28.00	0.00	
34	FOOD SERVICE COORDI	0	1	F	203	\$2,312.00	\$5,372.00	28.00	0.00	
32	ADMINISTRATIVE COOR	0	1	F	208	\$2,312.00	\$5,372.00	28.00	0.00	
33	ELIGIBILITY TECHNICIAN	0	10	F	208	\$2,312.00	\$5,372.00	28.00	0.00	
35	CONFIDENTIAL SECRET.	0	2	F	211	\$2,312.00	\$5,372.00	28.00	0.00	
36	CONFIDENTIAL ADMIN A	0	1	F	211	\$2,312.00	\$5,372.00	28.00	0.00	
37	FOREMAN (PARKS)	1	0	M	219	\$2,312.00	\$5,372.00	28.00	0.00	
38	CHIEF DEPUTY TREASU	0	1	F	220	\$2,509.00	\$5,733.00	28.00	0.00	
39	CONFIDENTIAL ADMIN A	0	1	F	223	\$2,509.00	\$5,733.00	28.00	0.00	
40	DISPATCHER	3	3	B	224	\$2,509.00	\$5,378.00	28.00	0.00	
41	JAILER	8	6	B	224	\$2,509.00	\$5,378.00	28.00	0.00	
42	OFFICE SUPPORT SPEC	0	1	F	228	\$2,509.00	\$5,733.00	28.00	0.00	
43	ENGINEER TECHICIAN 3	1	0	M	232	\$2,509.00	\$5,378.00	28.00	0.00	
26	LICENSE CLERK, DEPUT	0	1	F	233	\$2,509.00	\$5,733.00	28.00	0.00	
44	CRIME VICTIM COORDIN	0	1	F	233	\$2,509.00	\$5,733.00	28.00	0.00	
45	LAND RECORDS TECHN	0	1	F	233	\$2,509.00	\$5,733.00	28.00	0.00	
46	ZONING OFFICER	1	0	M	233	\$2,509.00	\$5,733.00	28.00	0.00	
47	APPRAISER	1	2	B	241	\$2,509.00	\$5,733.00	28.00	0.00	
48	CHILD SUPPORT OFFICE	0	2	F	247	\$2,509.00	\$5,733.00	28.00	0.00	
49	SURVEY TECHICIAN	1	0	M	257	\$2,509.00	\$5,733.00	28.00	0.00	
50	MAINTENANCE SUPERV	1	0	M	258	\$2,509.00	\$5,733.00	28.00	0.00	
51	FOREST/TIMBER INVEN1	1	0	M	259	\$2,509.00	\$5,733.00	28.00	0.00	
52	DEPUTY AUDITOR/PAYR	0	1	F	261	\$2,509.00	\$5,733.00	28.00	0.00	
53	CHIEF MECHANIC	1	0	M	265	\$2,509.00	\$5,378.00	28.00	0.00	
54	SERGEANT (JAIL)	2	2	B	271	\$2,723.00	\$5,761.00	28.00	0.00	
55	CHIEF DEPUTY RECORN	0	1	F	275	\$2,723.00	\$6,116.00	28.00	0.00	
56	PARALEGAL	0	1	F	275	\$2,723.00	\$6,116.00	28.00	0.00	
57	HUMAN RESOURCES SP	0	1	F	275	\$2,724.00	\$6,117.00	28.00	0.00	
58	APPRAISER, SR.	2	0	M	280	\$2,723.00	\$6,116.00	28.00	0.00	
59	COMPLIANCE OFFICER	0	1	F	280	\$2,723.00	\$6,116.00	28.00	0.00	
60	INSTRUCTOR NATURALI	1	2	B	280	\$2,723.00	\$4,906.00	28.00	0.00	
61	COMPUTER SPECIALIST	1	3	F	298	\$2,723.00	\$6,116.00	28.00	0.00	
62	FORESTER	3	0	M	298	\$2,723.00	\$6,116.00	28.00	0.00	

Job Class Data Entry Verification List

Aitkin County
LGID 1520

Case: 2014 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
63	RECREATION SPECIALIS	1	0	M	298	\$2,723.00	\$6,116.00	28.00	0.00	
64	ENGINEER TECHICIAN 4	4	0	M	308	\$2,723.00	\$5,761.00	28.00	0.00	
65	FINANCIAL ASSISTANT (0	1	F	314	\$2,979.00	\$6,583.00	28.00	0.00	
66	ENVIRONMENTAL HEAL	1	0	M	319	\$2,979.00	\$6,583.00	28.00	0.00	
67	ACCOUNTANT (R&B)	0	1	F	327	\$2,979.00	\$6,583.00	28.00	0.00	
68	PROGRAM COORDINATC	0	1	F	328	\$2,979.00	\$6,227.00	28.00	0.00	
109	STS COORDINATOR / JA	1	0	M	328	\$2,979.00	\$6,227.00	28.00	0.00	
69	HEALTH EDUCATOR	0	1	F	332	\$2,979.00	\$6,583.00	28.00	0.00	
70	OFFICE MANAGER/PARA	0	1	F	332	\$2,979.00	\$6,583.00	28.00	0.00	
71	VETERANS SERVICE OF	0	1	F	332	\$2,979.00	\$6,583.00	28.00	0.00	
72	DEPUTY SHERIFF	11	2	M	333	\$2,979.00	\$6,227.00	28.00	0.00	
73	APPRAISER, COMMERC	1	0	M	337	\$2,979.00	\$6,582.00	28.00	0.00	
74	ASSISTANT HWY MAINT	1	0	M	339	\$2,979.00	\$6,228.00	28.00	0.00	
75	ECONOMIC DEV/FORES	1	0	M	382	\$3,294.00	\$7,115.00	28.00	0.00	
76	ASSISTANT ZONING ADM	1	0	M	388	\$3,294.00	\$7,155.00	28.00	0.00	
77	PUBLIC HEALTH NURSE	0	5	F	390	\$3,294.00	\$7,155.00	28.00	0.00	
78	SOCIAL WORKER	1	11	F	392	\$3,293.00	\$7,154.00	28.00	0.00	
94	EXECUTIVE DIRECTOR (1	0	M	392	\$3,294.00	\$7,155.00	28.00	0.00	
79	FISCAL SUPERVISOR (H	0	1	F	393	\$3,294.00	\$7,155.00	28.00	0.00	
80	ASSISTANT LAND COMM	1	0	M	393	\$3,294.00	\$7,155.00	28.00	0.00	
81	FINANCIAL ASSISTANCE	0	1	F	396	\$3,294.00	\$7,155.00	28.00	0.00	
82	INSTRUCTION COORDIN	1	0	M	397	\$3,294.00	\$7,155.00	28.00	0.00	
83	ASSISTANT JAIL ADMINI	1	0	M	399	\$3,293.00	\$6,799.00	28.00	0.00	
84	LAND SURVEY COORDIN	1	0	M	401	\$3,294.00	\$7,155.00	28.00	0.00	
85	GIS COORDINATOR	1	0	M	404	\$3,294.00	\$7,155.00	28.00	0.00	
86	INVESTIGATOR	2	0	M	404	\$3,293.00	\$6,799.00	28.00	0.00	
87	SERGEANT (S.O. PATRO	0	1	F	404	\$3,293.00	\$6,799.00	28.00	0.00	
88	HUMAN RESOURCES MA	0	1	F	417	\$3,294.00	\$7,155.00	28.00	0.00	
89	IT DIRECTOR	1	0	M	422	\$3,294.00	\$7,155.00	28.00	0.00	
90	PROJECT MANAGER (R&	1	0	M	426	\$3,294.00	\$7,155.00	28.00	0.00	
91	ASSISTANT COUNTY AS	0	1	F	432	\$3,294.00	\$7,155.00	28.00	0.00	
92	HIGHWAY MAINTENANC	1	0	M	435	\$3,294.00	\$7,155.00	28.00	0.00	
93	CHILD SUPPORT & COLL	0	1	F	466	\$3,642.00	\$7,774.00	28.00	0.00	
95	SOCIAL SERVICES SUPE	0	2	F	496	\$3,642.00	\$7,774.00	28.00	0.00	
96	PUBLIC HEALTH SUPERV	0	1	F	501	\$3,642.00	\$7,774.00	28.00	0.00	
97	JAIL ADMINISTRATOR	0	1	F	504	\$3,641.00	\$7,418.00	28.00	0.00	
98	ASSISTANT COUNTY EN	1	0	M	558	\$4,104.00	\$8,608.00	28.00	0.00	
99	ASSISTANT COUNTY AT	1	2	B	573	\$4,104.00	\$8,608.00	28.00	0.00	
100	UNDERSHERIFF	1	0	M	580	\$4,104.00	\$8,251.00	28.00	0.00	
101	COUNTY ASSESSOR	1	0	M	594	\$4,104.00	\$8,608.00	28.00	0.00	
102	ENVIRONMENTAL SERVI	1	0	M	611	\$4,104.00	\$8,608.00	28.00	0.00	
103	LAND COMMISSIONER	1	0	M	611	\$4,104.00	\$8,608.00	28.00	0.00	
104	ASSISTANT COUNTY AT	0	1	F	682	\$4,701.00	\$9,689.00	28.00	0.00	
105	COUNTY ENGINEER	1	0	M	805	\$5,303.00	\$10,776.00	28.00	0.00	
106	HUMAN SERVICES DIRE	1	0	M	805	\$5,303.00	\$10,776.00	28.00	0.00	
107	COUNTY ADMINISTRATC	1	0	M	1,040	\$5,668.00	\$11,430.00	28.00	0.00	

Job Number Count: 104

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-16-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Out of State Travel Request

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Out of State Travel Request

DATE: January 22, 2014

Bobbie Danielson, Human Resources Manager is asking for Board approval to attend the 2014 New Trustee Institute/Teamsters Health Fund Management Trustee Conference in Lake Buena Vista, Florida. The dates of the conference are February 16, 2014 through February 19, 2014. The only cost to the County is staff time.

Attachment 8A

REQUEST TO ATTEND A CONFERENCE OR SEMINAR

(Please attach a copy of the conference or seminar description)

EMPLOYEE: Bobbie Danielson

DEPARTMENT: Human Resources Dept.

SESSION TITLE: 2014 New Trustee Institute / Teamsters Health Fund Management Trustee

DATE(s): 2/16/2014 – 2/19/2014

LOCATION: International Foundation of Employee Benefit Plans conference

CITY: Lake Buena Vista

STATE: Florida

ESTIMATED COSTS: Staff time Mon-Wed. (No other county expense for air, hotel, or meals.)

DISCRETIONARY or REQUIRED: Recommended by the Health Fund Administrator, this conference will assist in my gaining an understanding of the Fund and Trustee responsibilities.

SIGNATURE: Bobbie Danielson 1-16-14
Employee Date

APPROVAL: [Signature]
Department Head Date

Copy of the certificate of training should be sent to the Human Resources Department to be placed in the employee's personnel file.



New Trustees Institute

Designed for multiemployer trustees who have served for less than two years, or who have not previously attended an International Foundation educational program. The New Trustees Institute is ideal for collective bargaining and other personnel who work with trustees who want a better understanding of their role and responsibilities.

Note: The New Trustees Institute is also offered each year as a preconference to the Annual Employee Benefits Conference. For 2014, the Institute will be held October 11-12 at the Boston Convention and Exhibition Center, Boston, Massachusetts.

SUNDAY, FEBRUARY 16

4:00-6:00 p.m.

Registration/Exhibit Hall Open/Welcome Reception

(Refreshments and light hors d'oeuvres will be served.)

MONDAY, FEBRUARY 17

6:30 a.m.-4:30 p.m.

Registration Open

6:30-7:30 a.m.

Continental Breakfast

7:30 a.m.-12:00 noon

Trustee Responsibility ①

- History of benefits/legislation
- Governing documents
- Who can be a trustee?
- Fiduciary responsibilities under ERISA
- Relationship of trustees and parties to the collective bargaining agreement
- Conducting effective trustee meetings

12:00 noon-1:15 p.m.

Lunch/Exhibit Hall Open

1:15-3:15 p.m.

Overview of Health and Welfare Funds ① ②

- Purpose and objectives
- Types of plans
- Plan design alternatives
- Funding methods/types of administration
- Reserve objective and analysis
- Income and expenses
- Communication needs and requirements

3:30-4:30 p.m.

Current Issues in Health and Welfare ① ②

- Key factors contributing to rising health care costs
- Retiree medical benefits
- Description of cost-containment programs available
- Collecting/analyzing data
- Health care reform and other legislation

4:30-5:00 p.m.

Networking Reception/Exhibit Hall Open

(Refreshments and light hors d'oeuvres will be served.)

Continuing Education Credit—Submit one yellow CE form

① Insurance CE ② Attorney CLE | *Note: CE for other professions can be administered based on submission of yellow forms.*

New Trustees Institute

TUESDAY, FEBRUARY 18

6:30 a.m.-4:00 p.m.

Registration/Information

6:30-7:30 a.m.

Continental Breakfast

7:30-9:15 a.m.

Overview of Pension Funds ① ②

- Purpose and objectives
- Defined benefit pension plans
- Legal
- Actuarial
- Administration
- Manage the money

9:30-11:45 a.m.

Current Issues in Pensions ① ②

- Defined contribution and hybrid plans
- Accounting changes
- Market performance
- Pension Protection Act
- The future of retirement

11:45 a.m.-1:00 p.m.

Lunch/Exhibit Hall Open

1:00-4:00 p.m.

Investing Health and Welfare and Pension Assets

- Investing process
- Investment objectives and policy
- Asset classes and allocation
- Hiring managers

WEDNESDAY, FEBRUARY 19

6:30-11:30 a.m.

Registration/Information

6:30-7:30 a.m.

Continental Breakfast

7:30-9:15 a.m.

Understanding the Fund's Financial Statements ①

- Role of CPA
- Fiduciary responsibilities
- Questions the financial statements should answer
- Relationship among the financial statements, year-end audit and government filings

9:30-11:30 a.m.

Trust Fund Administration ①

- Types of administration
- Role of professionals and advisors
- Records and documents
- Communication needs and requirements
- Best practices

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-22-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Conservation Easements for Wetland Mitigation on Tax-Forfeited Lands

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

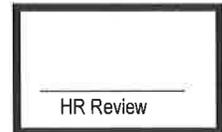
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board
CC: County Administrator
Date: 1/23/2014
Re: Conservation easements for wetland mitigation

MN session laws 2006 - Chapter 236 Article 1 sec 37 (below) allows conservation easements for wetland mitigation on tax-forfeited lands in St. Louis County...

**Sec. 37. CONSERVATION EASEMENTS FOR WETLAND RESTORATION;
ST. LOUIS COUNTY.**

The commissioner of revenue, upon recommendation of the Board of County Commissioners for St. Louis County and the commissioner of natural resources, is authorized to convey a conservation easement on tax-forfeited lands for the purpose of restoration of wetlands to be utilized for mitigation of wetlands displaced by mining operations in St. Louis County. If the commissioner of revenue issues a conservation easement, it shall be held by the Board of Water and Soil Resources.

The MN Association of County Land Commissioner is proposing legislation to allow all Counties this option.

Representative Erickson has indicated that he is willing to introduce it but wants support from MACLC member County Boards. Staff believes that if St. Louis County has this option, it should be available to other Counties.

Staff requests support for the following revision...

**Sec. 37. CONSERVATION EASEMENTS FOR WETLAND RESTORATION;
ST. LOUIS COUNTY.**

The commissioner of revenue, upon recommendation of the Board of County Commissioners ~~for St. Louis County~~ and the commissioner of natural resources, is authorized to convey a conservation easement on tax-forfeited lands for the purpose of restoration of wetlands ~~to be utilized for mitigation of displaced wetlands~~ ~~to be utilized for mitigation of wetlands displaced by mining operations in St. Louis County.~~ If the commissioner of revenue issues a conservation easement, it shall be held by the Board of Water and Soil Resources.

Thank you.

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

ADOPTED January 28, 2014

By Commissioner: xx

012814-0xx

Conservation Easements for Wetland Mitigation

WHEREAS, MN session laws 2006 - Chapter 236 Article 1 sec 37 allows conservation easements for wetland mitigation on tax-forfeited lands in St. Louis County.

THEREFORE, the Aitkin County Board of Commissioners supports legislation that extends this authorization to all MN Counties.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 28th day of January A.D., 2014, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 28th day of January A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1/14/14

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

State Board of Assessors License Level Changes for Aitkin County

Requested Meeting Date: 1/28/14 Estimated Presentation Time: 15 minutes

Presenter: Mike Dangers

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 01-043-6208, 01-043-6340, 01-043-6511

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

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



Supporting Attachment(s)

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

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



**OFFICE OF
AITKIN COUNTY ASSESSOR**
209 2nd ST N.W. Room 111
AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

January 21, 2014

To: County Board of Commissioners
County Administrator

From: Mike Dangers, County Assessor 

Re: State Board of Assessors (SBA) License Level Changes for Aitkin County

On December 9, the SBA notified us of the changes to the minimum license levels required to assess property in the various jurisdictions of Aitkin County. These changes go beyond what was previously expected of assessors.

We understood that Minnesota Statute 270C.9901 required that all assessors who inspect property must obtain at least an Accredited Minnesota Assessor (AMA) license by July 1, 2019. Therefore, we budgeted for only two separate week-long continuing education courses. This was done in anticipation that the Statute may change in the 2014 legislative session.

However, due to the SBA's decision, the assessors must have not only an AMA license by 2019, but a CMAS license by July 1, 2016. CMAS stands for Certified Minnesota Assessor Specialist and is one step higher than the current CMA license but one step below the AMA license. This added step will require that any Aitkin County staff currently holding a CMA license must complete their educational requirements more quickly than previously thought.

Included in this packet is a copy of the SBA letter to County Assessors on page 3. Pages 4 and 5 are the Aitkin County portion of the Jurisdiction License Level List from the SBA. Page 6 shows our plan to address the educational needs as a result of this directive. Pages 7 and 8 include a copy of Minnesota Rule 1950.1020 that gives the SBA authority to set the various license levels of different jurisdictions. Page 9 is a list of the CMAS licensure requirements and page 10 is a list of the AMA licensure requirements.

For Aitkin County to be in compliance with the new licensure requirement, we will need an additional \$4,000 in funds for the training and education account #01-043-6208 in 2014. We also need an additional \$500 for the overnight meals account #01-043-6340. Finally, we expect an additional \$200 for gasoline due to the travel to the course locations. This assumes that staff are able to carpool and take the same courses at the same time. The account for the fuel expenditure is #01-043-6511.

The SBA does provide an avenue for appeal of the licensure changes. They allow a county assessor to make a written request for a review for a "specific taxing jurisdiction" within a county. This is found in Subpart 3a in Minnesota Rule 1950.1020 on page 6 of this packet. This language and the language of the SBA letter on page 2 do not appear to allow a county assessor to appeal an entire county or all jurisdictions within a county.

Absent a change to the SBA's directive, we request the County Board approve the additional expenditures as requested above. Please contact me with any questions.

Minnesota

State Board of Assessors

December 9, 2013

TO: All County Assessors

RE: Revised Jurisdictional License Level List

Per Minnesota Rules 1950.1020, Subpart 3, the Minnesota State Board of Assessors has recently reviewed the assessor license level required for each jurisdiction in the state. Attached is the result of that review – the revised Jurisdictional License Level List and the Jurisdictional License Policy documents.

The board had been reviewing the list and working on various proposals for the past couple of years and was close to a resolution when the 2013 Legislature passed the new provision in Minnesota Statutes 270C.9901. The new law requires that every individual who appraises or physically inspects real property to determine its valuation or classification for property tax purposes be licensed as an AMA (Accredited Minnesota Assessor) by July 1, 2019, or within four years of that person having become licensed as a CMA (Certified Minnesota Assessor). In light of the new language, the board made the decision that all districts in the state will require at least a CMAS by July 1, 2016 and at least an AMA by July 1, 2019. In addition and in accordance with the aforementioned rule, the board completed their review of property within each jurisdiction. The board determined that all districts will retain the currently required level of licensure at a minimum. Additionally, all districts meeting any one of the following criteria will require a SAMA by July 1, 2019:

- Ten percent (10%) or more of the structures on income-producing properties within the jurisdiction are valued at \$2 million or greater and the population of the jurisdiction is greater than 5000, or
- Twenty-five percent (25%) or more of the total estimated market value in the jurisdiction consists of structures on income-producing property and the population of the jurisdiction is greater than 5000, or
- Six (6) or more income-producing properties located in the jurisdiction are valued at more than \$2 million.

Please review the attached revised Jurisdictional License Level list for your county, as well as the Jurisdictional License Policy document. The policy document addresses how the Jurisdictional License Level List applies to jurisdictions in your county – depending on whether you have a true county system, are totally county assessed, or have local assessors.

County assessors may appeal the required license level for jurisdictions within their county. Appeals must be made on the attached appeal form. Submit the completed form to the board by January 10, 2014. The board will review appeals and notify county assessors of the board's final determination.

Sincerely,

Deb Volkert
Executive Secretary/Treasurer

Attachments

*Mail Station 3340
St. Paul, MN 55146-3340*

*Phone: (651) 556-6086
Fax: (651) 556-3128
TTY: Call 711 for Minnesota Relay*



Revised Jurisdictional License Levels

Key =

Change due to CMAS by 7/1/16 and
AMA by 7/1/19

>10% of I/P properties have
structures over \$2M & pop>5000

Over 25% of total EMV is
I/P structure value & pop>5000

6 or more I/P parcels valued >\$2M

County	Taxing Jurisdiction	2012 Population	Current				Proposed 7/1/2016			Proposed 7/1/2019	
			SAMA	AMA	CMAS	CMA	SAMA	AMA	CMAS	SAMA	AMA
Aitkin - True County											
Cities:											
	Aitkin	2,139			X			X		X	
	Hill City	637						X		X	
	McGrath	78						X		X	
	McGregor	391						X		X	
	Palisade	157						X		X	
	Tamarack	92						X		X	
Townships:											
	Aitkin	839				X		X		X	
	Ball Bluff	263				X		X		X	
	Balsam	40				X		X		X	
	Beaver	50				X		X		X	
	Clark	159				X		X		X	
	Cornish	30				X		X		X	
	Farm Island	1,065				X		X		X	
	Fleming	304				X		X		X	
	Glen	443				X		X		X	
	Haugen	183				X		X		X	
	Hazelton	837				X		X		X	
	Hill Lake	419				X		X		X	
	Idun	270				X		X		X	
	Jevne	295				X		X		X	
	Kimberly	191				X		X		X	
	Lakeside	453				X		X		X	
	Lee	48				X		X		X	
	Libby	45				X		X		X	
	Logan	174				X		X		X	
	Macville	202				X		X		X	
	Malmo	324				X		X		X	
	McGregor	101				X		X		X	
	Millward	72				X		X		X	
	Morrison	196				X		X		X	
	Nordland	977				X		X		X	
	Pliny	103				X		X		X	



Revised Jurisdictional License Levels

Key =

Change due to CMAS by 7/1/16 and
AMA by 7/1/19

>10% of I/P properties have
structures over \$2M & pop>5000

Over 25% of total EMV is
I/P structure value & pop>5000

6 or more I/P parcels valued >\$2M

County	Taxing Jurisdiction	2012 Population	Current				Proposed 7/1/2016			Proposed 7/1/2019	
			SAMA	AMA	CMAS	CMA	SAMA	AMA	CMAS	SAMA	AMA
Aitkin (cont.)	Rice River	131				X			X		X
	Salo	95				X			X		X
	Seavey	58				X			X		X
	Shamrock	1,252			X				X		X
	Spaulding	321				X			X		X
	Spencer	506				X			X		X
	Turner	202				X			X		X
	Verdon	43				X			X		X
	Wagner	337				X			X		X
	Waukenabo	320				X			X		X
	Wealthwood	269				X			X		X
	White Pine	34				X			X		X
	Williams	136				X			X		X
	Workman	209				X			X		X
	Unorganized	429				X			X		X

5

Plan for Appraisers to become CMAS by 2016, then AMA by 2019 – Aitkin County Assessor's Office

Name	Current License Level	Currently Income Qualified?	Tasks Needed by Year:				
			2014	2015	2016	2017	2018
SW	CMA	N	3 Week-Long Courses	1 Short Course, Demonstration Appraisal Report, Make Application for CMAS License	Residential Case Study Exam	1 Short Course, State Board Interview, Make Application for AMA License	none
LT	CMA	N	3 Week-Long Courses	2 Short Courses, Demonstration Appraisal Report, Residential Case Study Exam	State Board Interview, Make Application for AMA License	none	none
DM	CMA	Y	1 Short Course, Demonstration Appraisal Report, Make Application for CMAS License	none	none	none	Residential Case Study Exam, 1 Short Course, State Board Interview, Make Application for AMA License
TS	CMA	N	1 Short Course, Demonstration Appraisal Report	1 Week-Long Course, Make Application for CMAS License	none	none	Residential Case Study Exam, 1 Short Course, State Board Interview, Make Application for AMA License
JH	CMA	N	2 Week-Long Courses	1 Short Course, Demonstration Appraisal Report, Make Application for CMAS License	1 Short Course, Residential Case Study Exam	1 Week-Long Course, State Board Interview, Make Application for AMA License	none
CMAS Definition: Certified Minnesota Assessor Specialist							
AMA Definition: Accredited Minnesota Assessor							

6

1950.1020 LICENSURE.**Subpart 1. Basic requirement for licensure.**

A. Except as provided in subpart 4, no person shall be employed as a city, county, or local assessor without being licensed as qualified by the board.

B. Except as provided in subpart 4, no person shall be employed to work under the supervision of a licensed assessor to assist in making exemption, classification, or valuation decisions without being licensed as qualified by the board.

Subp. 2. **Term of license.** Assessors' licenses are issued on a fiscal year basis beginning July 1 of each year and expiring June 30 of the succeeding year.

Subp. 3. **Criteria for licensing levels.** There are four established levels of licensure for designated assessing positions. In determining the appropriate level of licensure, the board shall, on a ten-year cycle, review and consider the following criteria in addition to other data the board deems relevant:

A. total market value of the taxing jurisdiction;

B. number, value, types, and complexities of properties within the taxing jurisdiction; and

C. input of the appropriate county assessor.

A complete listing of the specific level of licensure needed for each city and township in Minnesota has been prepared. The latest edition of this listing, entitled "List of Assessor License Levels for Minnesota Taxing Jurisdictions," Minnesota Board of Assessors, existing as of December 1 each year, is annually incorporated by reference into this rule. The list is available at no cost from the board. The list is subject to change.

Subp. 3a. **Review of licensing levels.** A county assessor may request that the board review the licensing level for a specific taxing jurisdiction within the assessor's county. The request must be in writing and should state the specific reasons the county assessor is requesting the review.

Subp. 4. **New hires; deadline for obtaining and upgrading license.** County and city assessors must be licensed as of the date of employment, and must obtain licensure at the level required for the position within two years from the date of employment. The commissioner of revenue shall not approve the appointment of a county or city assessor to the remainder of a four-year term if that person has not obtained licensure at the required level within two years of the person's probationary appointment as county or city assessor.

A local assessor must be licensed at the date of employment, except that a city, other than a city of the first class, or township requiring an assessor with a license level greater than that of a certified Minnesota assessor may hire a person with a license one level lower

than the required level, and this person has one year from the date of hire to attain the required license. A local assessor who fails to obtain the required license within the one-year period must be dismissed.

Every person employed by an assessor to assist in making exemption, classification, or valuation decisions must become licensed at the level required for that position within three years from the date of employment. A person employed to assist an assessor in making exemption, classification, or valuation decisions who does not obtain the required license within the time allowed must be dismissed.

Subp. 5. **Reinstatement.** Before a license will be issued to a person who has not been licensed for a period of five years or more, that person must:

- A. successfully complete a board-approved Minnesota assessment laws and procedures course;
- B. pay a reinstatement fee;
- C. pay the appropriate license fee; and
- D. supply documentation of having completed all required continuing education requirements for the most recent four-year period.

Statutory Authority: *MS s 270.41; 270.47*

History: *13 SR 2751; 16 SR 135; 26 SR 1334; 35 SR 2012*

Published Electronically: *July 7, 2011*

MN State Board of Assessors

CMAS REQUIREMENTS CHECK LIST FOR:

_____ (Name)

_____ (License Number)

Traditional Method I:

Completion Date:

- An existing CMA license
- Two income courses _____
- One passing residential Form Appraisal Report _____
- Two years of assessment experience _____
- Application and fee: Assessors who move from one license level to another within the same fiscal year need only to pay the fee difference between the two levels when sending in their application.

Note: The CMAS license level can be skipped and an assessor may proceed to either AMA or SAMA provided that the required education and years of assessment experience are in place.

The Board does not act on applications until ALL requirements have been met.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1/21/14

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Request to Schedule Public Hearing – County Board of Appeal and Equalization

Requested Meeting Date: 1/28/14 Estimated Presentation Time: 5 minutes

Presenter: Mike Dangers

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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



**OFFICE OF
AITKIN COUNTY ASSESSOR**
209 2nd ST N.W. Room 111
AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

January 21, 2014

To: County Board of Commissioners
County Administrator

From: Mike Dangers, County Assessor 

Re: 2014 County Board of Appeal and Equalization Meeting Date and Time

The County Board needs to set the 2014 County Board of Appeal and Equalization (CBOAE) meeting time in accordance with Minnesota Statute 274.14. Attached to this document is a copy of this Statute, minutes from the 2013 CBOAE and a copy of the scheduling page of the Minnesota Property Tax Administrator's Manual. A calendar of June 2014 is also attached.

The Board must either convene on a Saturday or convene on a weekday with appointment times available after 7:00pm. The Board may schedule the initial meeting on any date between Saturday June 14 and Saturday June 21. Last year, the CBOAE convened on Tuesday, June 18 at 4:09pm and adjourned at 5:38pm. Six appeals were made at that time which is a lower number than in previous years. The staff does not expect a significant change in the number of appellants for this year's meeting.

The Assessor's Office plans to schedule appointments again this year. Appointments have been required to appeal to the CBOAE. If this continues to be our policy, the Board would then have the option to adjourn prior to 7pm. The Notices of Valuation and Classification shall clearly state that appointments are required.

I encourage the Board to schedule the meetings to best satisfy the needs of the taxpayers. At last year's meeting, the appeals were evenly split between residents of Aitkin County and seasonal property owners.

Please contact me with any questions.

274.14 LENGTH OF SESSION; RECORD.

The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, "meeting days" is defined as any day of the week excluding Sunday. At the board's discretion, "meeting days" may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue, with the abstract of assessment required by section 274.16.

For counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph.

History: (2050) RL s 860; 1949 c 543 s 4; 1971 c 564 s 9; 1973 c 582 s 3; 1975 c 339 s 7; 1976 c 334 s 8; 1980 c 437 s 8; 1987 c 229 art 4 s 1; 1987 c 268 art 7 s 38; 1Sp1989 c 1 art 9 s 29; 1990 c 480 art 7 s 15; 1995 c 264 art 11 s 5; 2005 c 151 art 5 s 27; 2008 c 366 art 6 s 32; 2009 c 88 art 10 s 13

**BOARD OF APPEAL AND EQUALIZATION
JUNE 18, 2013
OFFICE OF COUNTY AUDITOR**

The Aitkin County Board of Commissioners met this 18th day of June, 2013 at 4:09 p.m. with Auditor Kirk Peysar, County Assessor Mike Dangers, County Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Staff present – Karen Ladd, Tom Burman, Jim Hicks, Lori Tibbetts, and Stacy Westerlund

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all voting yes to approve the BAE agenda.

Introduction and General Review of 2013 Assessment

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

James and Mary Myers

08-0-022400

Information presented: Valuation of parcel is too low.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried. All voted to raise frontage to 365', increasing the land value to \$227,100. Building value remains the same at \$87,500, bringing total estimated market value to \$314,600 as recommended by the County Assessor.

Michael Herbst

10-0-031900

Information presented: Questions value.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried. All voted no change, as recommended by the County Assessor.

Thomas O'Meara

16-0-011300

Information presented: Trying to sell his property for \$284,000; value too high.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried. All voted no change, as recommended by the County Assessor.

William Haroldson

07-0-015806

07-0-015807

Information presented: Valuation of parcels is still too high. Questions the ability to build on the parcels.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried. All voted no change, as recommended by the County Assessor.

Keith Nentl

56-1-012600

Information presented: Valuation of parcel is too high. Property currently listed with a real estate agent for less than the EMV.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried. All members voted to reduce the value by \$3,900.

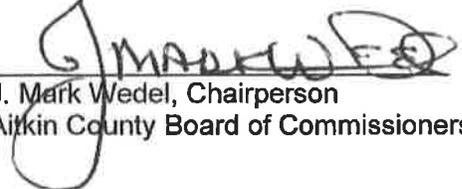
Thomas and Karen Duffy

34-0-044000

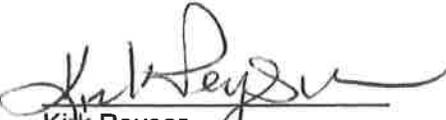
Information presented: Valuation too high.

Action: Motion by Commissioner Napstad, seconded by Auditor Peysar and carried. All voted no change, as recommended by the County Assessor.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 5:38 p.m.


J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

ATTEST:


Kirk Peysar
Aitkin County Auditor

SEAL

(4)

Section: Assessment Review and Appeals

County Boards of Appeal and Equalization

The County Board of Appeal and Equalization (CBAE) is the second avenue in the appeals process. As noted above, a property owner must first appeal to the Local Board of Appeal and Equalization before being eligible to appear at the county board (as provided in Minnesota Statutes, section 274.01).

The board may meet on any ten consecutive meeting days in June after the second Friday in June. "Meeting days" typically means any day of the week excluding Sunday. The board may elect to consider Saturday as a meeting day as well. At least one meeting must be held until 7:00 pm; and if the county does not hold a meeting until 7:00 pm they must instead hold a meeting on a Saturday. This is to ensure that property owners have ample time to present their appeals. A board may convene on the first Monday after the second Friday in June at 6:00 p.m. and adjourn at 8:00 p.m. and these requirements will have been met. The board may also convene on the Saturday immediately following the second Friday. In any scenario, the board must allow for ten full meeting days before June 30, and may not hold meeting beyond those ten meeting days without approval from the Commissioner of Revenue. If the board chooses to consider Saturday a "meeting day," it must consider a second Saturday as a meeting day if it falls within ten meeting days of the original Saturday meeting. All boards must adjourn no later than June 30. Any action taken after that date is considered invalid except corrections of clerical errors. The dates of the meetings must be contained in valuation notices.

If a board completes its work before ten meeting days have transpired, and has met the requirements to be present for a meeting not recessing/adjourning prior to 7:00 p.m. or has met on a Saturday, it is not necessary for the board to continue to meet for each of the ten meeting days.

***If a county requires appointments for CBAE appeals, the county must allow appointments until 7:00 p.m., but the board is not required to meet until 7:00 p.m. or on a Saturday (per Minnesota Statutes, section 274.14). If the board requires appointments and allows for appointment times as late as 7:00 p.m., but those times go unfilled, the board does not need to physically meet at or until 7:00 p.m., nor is the board required to allow walk-ins at that time. The allowance of scheduled appeals until 7:00 p.m. is sufficient.

However, if the CBAE allows for walk-ins and does not require appointments, the board may not adjourn prior to 7:00 p.m. In other words, if value notices sent to taxpayers show that the board will meet during a specific time frame, the assumption is that the board will be available during that time frame for walk-in appointments and therefore must meet (i.e. if the notices say the board will meet from 1 p.m.-7p.m., the board must be in attendance during that posted time for walk-ins).

We recommend that requirements to schedule an appeal to a CBAE be clearly stated in Notices of Valuation and Classification, and if appointments are required, rather than stating the specific time frame in which the board will be convened, list the time the board will begin only and be prepared to schedule appointments until 7p.m. to comply with statute.

2014 Board Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 Board Meeting Dates
 Holidays - County Offices Closed

Conflicts: Tuesday, November 11th is a Holiday, and
 Tuesday, December 9th - AMC Annual Conference may be in session



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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-22-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Bonding Presentation

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: Paul Steinman, Springsted Incorporated

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Bond Presentation

DATE: January 22, 2014

During Tuesday's County Board meeting Paul Steinman, VP Springsted Incorporated will give a Power Point presentation, provide handouts and answer questions.

Please contact me if you have any questions.

PRESENTATION ON

Bond Essentials for Minnesota Local Governments

January 28, 2014

PRESENTER: Paul Steinman
Vice President

Financing Methods and Techniques

- Pay-As-You-Go (cash)
 - Pay project costs from cash
 - Cash accumulated or current revenues
 - *Examples:*
 - o Computers
 - o Vehicles
 - o Minor improvements/maintenance
 - Generally smaller costs
 - Shorter useful lives
- Pay-As-You-Use (Debt)
 - Issue debt using proceeds to fund project costs
 - Debt is repaid over time by the users of the project
 - *Examples:*
 - o Structures
 - o Land
 - o Major improvements
 - Generally larger costs
 - Longer useful lives

Authority to Issue

- Federal law
 - Tax-exemption
 - Bank qualification (\$10 million)
 - Refundings (1 advance)
 - Compliance
 - Primary and Continuing Disclosure
 - Arbitrage
- State statutes/charter
 - Debt limit
 - Voter approval
 - Method of sale
 - Pledges: tax levies and other revenue sources
 - Interest rates
 - Term
 - Prepayment option
 - Refundings

Types of Debt by Structure

- Tax-exempt or taxable
 - Taxable: 10% private use AND 10% private pay't
 - American Recovery & Reinvestment Act (ARRA)
- Governmental purpose or private activity (IDB)
- Fixed rate or variable rate
- Current interest or capital appreciation bond

Types of Debt by Security

- General obligation bonds or notes
- General obligation revenue bonds
- Revenue bonds
- Annual appropriation obligations

GO Bonds or Notes

- Pledge the full faith and credit and unlimited power to pay debt service
 - Source of payment
 - Property taxes, no secondary payment source
 - Purpose
 - Projects that benefit the whole community
 - State law or charter
 - Debt limit? Yes
 - Voter approval required? Yes, some exceptions

GO Bonds or Notes

- Pledge the full faith and credit and unlimited power to pay debt service
 - Risk or cost
 - Highest security – lowest cost
 - Credit rating impact
 - Full impact

GO Revenue Bonds

- Pledge specified revenues and the issuer's full faith and credit (specific statutory power)
 - Source of payment
 - Specified revenues and property taxes or property tax backstop
 - Purpose
 - Benefitting specific area or group
 - State law or charter
 - Debt limit? No
 - Voter approval required? Most often not

GO Revenue Bonds

- Pledge specified revenues and the issuer's full faith and credit (specific statutory power)
 - Risk or cost
 - Same as general obligations
 - Credit rating impact
 - Usually a full impact on the credit rating

Revenue Bonds

- Pledge the revenues of a specified funding source to pay debt service
 - Source of payment
 - Specified revenues
 - Purpose
 - Projects that benefit specific users
 - State law or charter
 - Debt Limit? No
 - Voter Approval Required? Depends

Revenue Bonds

- Pledge the revenues of a specified funding source to pay debt service
 - Risk or cost
 - Higher than general obligations because of limited revenue stream. The degree of risk depends on the individual financing package. Investors require coverage.
 - Coverage: Ratio of Annual Pledged Revenues to Debt Service
 - Credit rating impact
 - Credit rating depends on the security of the financing package. The credit rating for a revenue bond is independent of an issuer's general obligation rating.

Annual (Moral) Appropriation Lease Revenue Obligations

- Contingent commitment, if primary revenues insufficient
 - Source of payment
 - Primary revenue source
 - Annual appropriation back stop
 - State law or charter
 - Debt limit? Only a portion over a certain dollar amount
 - Voter approval? No

Annual (Moral) Appropriation Lease Revenue Obligations

- Contingent commitment, if primary revenues insufficient
 - Risk or cost
 - Higher than general obligation, depending on essentiality of project/use
 - Credit rating impact
 - The credit rating for annual appropriation debt will generally be below an issuer's general obligation rating, depending on "essentiality."

Primary Parties to a Bond Transaction

- Buyer and seller: adversarial
- Your side of the table
 - You, the issuer
 - Your attorney, bond counsel, specialist and recognized
 - Tax opinion and process opinion
 - Your advisor
 - Independent, no business in bond buying and selling
 - Underwriter/advisor (fed reg – must resign as your advisor)
 - GFOA Best Practice (enclosed)
 - Your engineer and/or architect

Primary Parties to a Bond Transaction

- Other side of the table
 - The underwriter
 - The underwriter's counsel, if needed
 - The buyers

Primary Parties to a Bond Transaction

- In the middle
 - Rating agencies and bond insurers
 - Paying agent/register –
Depository Trust Corporation (DTC)
 - Trustee

Method of Sale

- When does the underwriter enter the process?
 - Competitive sale: at time interest rates are determined
 - Negotiated sale: early on in process, helps shape transaction
- Which one is better?
 - Depends on situation

Method of Sale

- Competitive sale unless one or more of these:
 - First time issuer or unusual issue
 - Extremely large (\$100 mil) or extremely small (\$500K)
 - Unusual issue structure (variable rate)
 - Limited credit quality
 - High, **really high**, level of market volatility
- GFOA Best Practice on method of sale

The Ratings

	Moody's	S & P	Fitch
Highest	Aaa	AAA	AAA
	Aa1	AA+	AA+
	Aa2	AA	AA
	Aa3	AA-	AA-
	A1	A+	A+
	A2	A	A
	A3	A-	A-
	Baa1	BBB+	BBB+
	Baa2	BBB	BBB
	Baa3	BBB-	BBB-
Lowest (Investment Grade)			

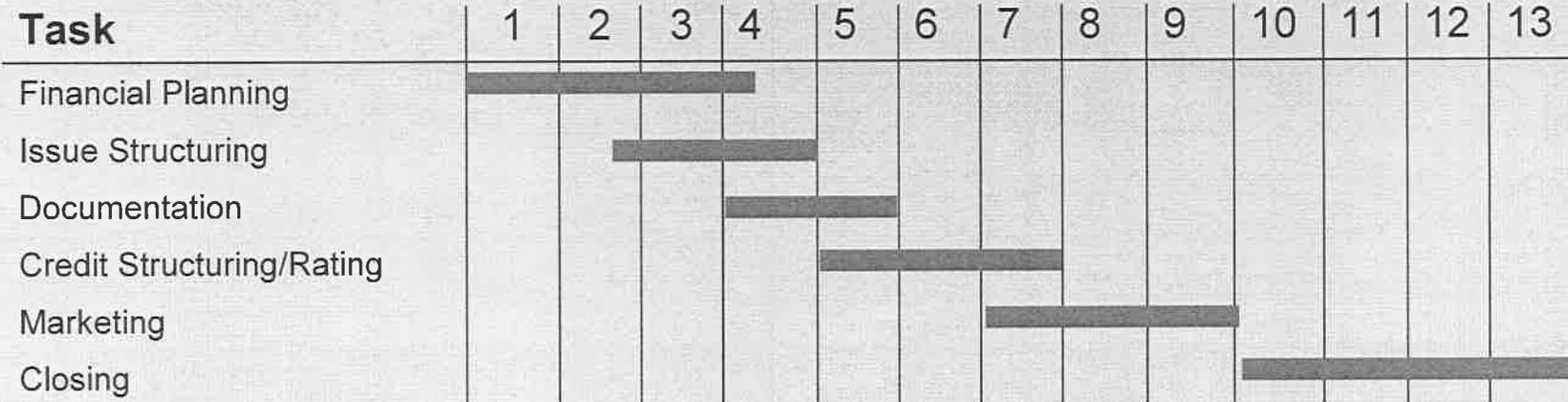
Credit Rating

- An art, not a science!
- Factors affecting credit
 - Debt management
 - Management and governance factors
 - Financial performance
 - Socio-economic factors or position
 - Legal requirements (more revenue bonds)
- Different agencies have different perspectives

Credit Rating

- Strategy
 - Analysis
 - Know your strengths and weaknesses
 - Know your relative strengths and weaknesses
 - Have a plan
 - How are you going to position your story?
 - Communications
 - Ongoing: management category
 - Phone? Visit them? They visit you?

Financing Timetable



Management and Compliance

- Management
 - Bond payment mechanics
 - Refunding outstanding bonds (savings, cash flow, terms)
 - Prepaying debt
 - Reporting to management and governing body
- Federal and industry compliance
 - Arbitrage/rebate: (investment proceeds above T/E limit)
 - Continuing disclosure

Resources and Information

- Resources
 - www.naipfa.com
 - www.gfoa.org
 - www.msrb.org
 - emma.msrb.org
 - www.fitchratings.com
 - www.moody.com
 - www.standardandpoors.com
- Springsted Incorporated
 - Advisors to the Public Sector
 - 1.800.236.3033
 - www.springsted.com

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-15-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Request from Central Planes Aviation

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Request to Authorize County Board Chair to Sign Authorization Letter for FAA Congested Area Agricultural Dispensing

DATE: January 15, 2014

The County is in receipt of a request from John Ricard, CEO Central Planes Aviation Inc. to spray, by means of aerial application, to control army tent caterpillars. The County Board is being asked to authorize the County Board Chair to sign a letter authorizing the operation under a congested area permit for the FAA and Department of Agriculture.

Included for your review is a copy of the request from Mr. Ricard, along with the FAA format being followed for the permit, and a copy of the proposed authorization letter.

In 2013 the Board authorized this request and the County received no complaints.

Action requested is to authorize the County Board Chair to sign the letter of authorization.

Please contact me if you have any questions.

Central Planes Aviation Inc
39115 Co Road 186
Sauk Centre, Mn. 56378
320-352-3013

JAN 14 2014

Aitkin County Commissioners,

My name is John Ricard. I am the owner of Central Planes Aviation Inc. based at the Sauk Centre Airport. In the last few years, the area around some of the lakes in central Minnesota have been overrun by army worms that are quiet destructive to land owners trees. Some of the lake associations have contacted us to do some spraying for these insects. We did some areas in Todd, Morrison Co., Crow Wing Co. Stearns Co., and Aitkin Co. last few years and would like to again include Aitkin County for the year 2014.

The Chemical that we use is a BT product called Dipel ES. The DNR is using this chemical for the Gypsy moth program in northern Minnesota. This chemical is only affective on worms that eat leaves and will not harm wildlife or fish. It is also cleared on organic crops.

To do this type of control we have to operate under a congested area permit approved by the FAA and the Department of Agriculture.

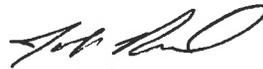
We need a written approval from the governing body of each Co. that we can include in our application and send to Dave Egesdal in the Minneapolis Flight Standards District Office (612) 253-4507, for approval.

We ask that the Board review our request at your next meeting. I would need the same form that you supplied for me in 2013, signed by one of the board members.

Also Included is the FAA format that we are following for the permit. I've highlighted the area that involves the Co approval.

Central Planes Aviation Inc. has been doing aerial application in Central Mn. since 2003, and is fully insured and licensed. Aitkin County will not be held liable for any actions of my company. Any questions please feel free to call (320) 352-3013.

Sincerely: John Ricard
CEO - Central Planes Aviation Inc.



1/15/09

8900.1 CHG 46

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION**CHAPTER 52 PART 137 AGRICULTURAL AIRCRAFT OPERATIONS****Section 2 Evaluate a Part 137 Congested Area Operations Plan****3-4256 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1332**

3-4257 OBJECTIVE. The objective of this task is to determine that a public aircraft or Title 14 of the Code of Federal Regulations (14 CFR) part 137 operator can conduct agricultural dispensing operations safely over a congested area, according to an approved plan. Successful completion of this task results in either approval or disapproval of an operator's proposed plan.

3-4258 GENERAL. Agricultural aircraft may operate over congested areas when:

- The local Flight Standards District Office (FSDO) has approved the congested area plan, and
- The appropriate official or governing body of the political subdivision over which the aircraft is to be operated has approved the operation in writing.

A. Appropriate Officials. An appropriate elected public official or governing body can include any of the following:

- 1) Mayor,
- 2) City Manager,
- 3) City Council,
- 4) County Board of Supervisors,
- 5) County Commissioner, or
- 6) Any other similar elected public official.

B. Public Notice. If time allows, the public notice required by part 137, § 137.51(b)(2) should be given at least 48 hours before dispensing operations begin. The form that the public notice takes is up to the operator. Newspaper ads, radio announcements, television announcements, or door-to-door handbills are all acceptable methods.

C. Contents of Congested Area Plan. Consider the following when reviewing the plan of operation required by § 137.51(b)(3) and submitted by the operator.

- 1) The congested area plan must include an aerial photograph, large scale map, or computer generated map or diagram of the area to be worked. Whichever depiction is used, it should be appropriately marked to show all obstructions which could be expected to present a hazard during the operation and the areas which could be used for an emergency landing and dumping of agricultural materials.
- 2) The photograph, map, or diagram must be current, preferably within the preceding 24

months, to be considered representative of the area. If current photographs or diagrams are not available, realtor's maps may be used to supplement. The important aspect is not to accept maps that are not drawn to scale.

D. Assisting Operators. Occasionally agricultural aircraft operators may request Federal Aviation Administration (FAA) assistance in determining whether an area is congested or not. Before the FAA can determine this, the site will have to be checked. The FAA cannot, of course, check every area an operator wants to service, but in some cases an operator needs legitimate assistance. The inspector must use judgment in determining the status of an area as congested or not. If the inspector has any doubt, he or she should consult with other inspectors or regional counsel for any precedent.

3-4259 SINGLE-ENGINE AIRCRAFT. When congested area operations are conducted using single-engine aircraft, the inspector shall require the operator to arrange with appropriate officials of the area concerned to take such measures as are necessary to conduct the operation safely. These may include blocking off streets and other areas which could be used as an emergency landing or similar precautionary measures required in the interest of public safety. Before approving any operator's plan of operation, the inspector shall determine that the plan complies with the emergency landing requirements contained in § 137.51(b)(4)(iii).

3-4260 MULTI-ENGINE AIRCRAFT.

A. Takeoff Performance. If the operator intends to takeoff over a congested area, they must show in the congested area plan that the airplane can meet the accelerate-stop requirements of § 137.51(b)(5)(i). If the aircraft cannot meet these requirements, the operator must state in the written plan of operation that no takeoff will be made over a congested area during dispensing operations.

B. Critical Engine Inoperative. The operator must show in the congested area plan that the airplane can meet the climb requirements specified in § 137.51(b)(5)(ii).

3-4261 RESTRICTED CATEGORY AIRCRAFT. Title 14 CFR part 21, or the operating limitations established for the airplane, may not require a flight manual for restricted category aircraft. Therefore, performance information may be found in the applicable military technical order, operating limitations, placards, flight test performance data established by the aircraft manufacturer, or any combination thereof. In addition, performance information provided by a Designated Engineering Representative is satisfactory. If such performance information has not previously been established for the airplane to be used or, if any doubt exists concerning the authenticity of the information presented by the operator, a Manufacturing Inspection District Office (MIDO) should be contacted to arrange for an engineering flight test in order to obtain the required performance data.

A. Load Jettisoning. Aircraft, other than a helicopter, must be equipped with a device capable of jettisoning at least one-half of the aircraft's maximum authorized load of agricultural material within 45 seconds (part 137, § 137.53(c)(2)).

B. Data Not Determined. If such data have not been determined for the aircraft or, if any doubt exists concerning meeting this requirement, the inspector should have the operator conduct an in-flight load jettisoning demonstration.

C. Test Conditions. The aircraft must be loaded with any suitable material (lime, sand, water, etc.) and the demonstration shall be observed by the inspector from the ground. The discharge of material from the aircraft should be timed to determine compliance with the 45-second jettisoning

requirement.

D. Preventing Inadvertent Jettisoning. Part 137, § 137.53(c)(2) requires that aircraft conducting agricultural operations over congested areas must have a means of preventing inadvertent jettisoning of the tank or hopper. This can be accomplished with a device such as:

- 1) Spring-loaded cover over a pull lever,
- 2) "T" handle or pull ring-in a spring loaded shield,
- 3) A push-pull device fastened with fine safety wire, or
- 4) Other equivalent devices.

3-4262 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 137 and FAA policies and qualification as an aviation safety inspector (ASI).

B. Coordination. This task may require coordination with the airworthiness unit, the regional counsel, state, county, or local authorities.

3-4263 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 1, 61, 91, and 137, and
- Advisory Circular (AC) 137-1, Agricultural Aircraft Operations.

B. Forms:

- FAA Form 1360-33, Record of Conference, Visit, or Telephone Call, and
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet.

C. Job Aids. None.

3-4264 PROCEDURES. After a part 137 operator requests district office approval for a congested area operation, determine the need for congested area plan based on location, type of operation, etc. (§ 137.51 (b)).

A. Plan Not Required. If a plan is not required, record discussion on FAA Form 1360-33 and place it in the operator's district office file. Do not open a PTRS file.

B. Plan Required. If a plan is required, requirements of §§ 137.51 and 137.53 are as follows:

- 1) Instruct the operator to present the plan to the district office for review.
- 2) Remind the applicant of the requirement to coordinate with the appropriate state, local, or municipal authorities (§ 137.51(b)(1)).
- 3) Discuss with the applicant various methods of public notification, such as newspapers,

radio, and handbills (§ 137.51(b)(2)).

C. PTRS. Open PTRS file.

D. Plan Requirements. Upon receipt of the operator's plan, ensure that the operator has included the following information:

- 1) A current aerial photograph, current map, or a recently drawn diagram of the area to be worked;
 - Any representation must show all obstructions which may present hazards during operation.
 - Potential areas for emergency landing or dumping of agricultural materials must also be indicated.
- 2) Altitudes to be maintained, approaches, departures, and turnaround considerations during operation.
- 3) Name and type of material to be dispensed;
- 4) Type of pest or work to be accomplished;
- 5) Dates and hours of dispensing operations;
- 6) Coordination with air traffic control.
- 7) Special operating procedures or limitations to ensure safe operations.
- 8) Method of public notification;
- 9) An indication of coordination with the appropriate state, local, or municipal authorities (Figure 3-144); and
- 10) Methods for complying with §§ 137.51(b)(4) and (5) and 137.53(c)(2).
 - Arrangements for blocking off streets and other areas which may be used for emergency landings.
 - Observe the load jettisoning demonstration from the ground if jettisoning test data is not available or in doubt. For multiengine aircraft, refer to § 137.51(b)(5).
- 11) Means for terminating the operation in the event it appears safety may be compromised or at the inspector's discretion.

E. Pilot Qualifications. The plan must indicate the qualifications (part 61 and § 137.53) of the pilot to be used in the operation.

F. Aircraft Requirements. The plan must include information which indicates that the aircraft meets the requirements of part 91, and part 137, §§ 137.31, 137.33, 137.51, and 137.53.

G. Plan Approved. When the plan meets all 14 CFR requirements, all safety considerations, and appropriate coordination requirements, approve the plan using template A503 in the OPSS. Each

page of the plan is stamped “FAA-Approved,” dated, and signed by the principal operations inspector (POI).

- 1) Forward a copy of the approved plan to the operator.
- 2) Place a copy of the plan in the district office file on the operator.

H. Plan Not Approved. If the plan cannot be approved, issue a letter disapproving the congested area plan (Figure 3-146).

I. PTRS. Make appropriate PTRS work entry.

3-4265 TASK OUTCOMES. Completion of this task results in either:

- An approved congested area plan, or
- Issuance of a letter disapproving the congested area plan.

3-4266 FUTURE ACTIVITIES.

A. Monitoring.

- 1) Schedule monitoring of congested area plan if the task is in work program plans.
- 2) Monitor congested area plan (see Volume 6, Chapter 6, Section 4, Monitor a Part 137 Congested Area Operation).

B. Enforcement. Possible enforcement investigation if the operation is not conducted according to the approved plan or is unsatisfactory in any other manner. Use the approved plan as information for a subsequent enforcement investigation.

C. Review. Review of any subsequent congested area operations.

Figure 3-144, Sample Letters Indicating Coordination With Appropriate Authorities

(To Agricultural Aircraft Operator)

<p>[Operator’s name and address]</p> <p>I, [name], the [title of individual and name of town] grant permission to [name of operator] to fly over the town of [name of town] for the purpose of [state purpose of operation] from an agricultural aircraft on [date of operation].</p> <p>[official’s signature]</p>

(To Federal Aviation Administration)

<p>[Operator’s Letterhead]</p> <p>[Date]</p>
--

[Name and address of district office]

Sir/Ma'am:

[Name of operator] will conduct the dispensing operation, described on the attached diagram, per Title 14 of the Code of Federal Regulations § 137.51. The aircraft used will be a [make and model of aircraft and N number].

The dispensing operation will be conducted at no less than [altitude] feet above ground level. The airspeed will be [speed in knots or mph].

[Chemical name] will be dispensed at the rate of [number of gallons] per acre.

The operation will be conducted from [beginning date] to [ending date].

The public will be notified of the operation [indicate methods of notification] on [date].

Sincerely,

[Operator's signature],

Figure 3-145, Letter Approving Congested Area Plan. Use OPSS template A503.

Figure 3-146, Letter Disapproving Congested Area Plan

[FAA Letterhead]

[Date]

[Operator's name and address]

Dear [operator's name]:

This is to inform you that the congested area plan, which you submitted on [date], for agricultural aircraft operations over [congested area, city, or town] is not approved.

The following items were unsatisfactory:

[List the items and how they must be corrected.]

If you have any questions concerning this matter or intend to take action to correct these items, please contact this office at [telephone number].

Sincerely,

[POI's signature]

RESERVED. Paragraphs 3-4267 through 3-4285.

AITKIN COUNTY ADMINISTRATION

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

January 15, 2014

Mr. John Ricard
Central Planes Aviation, Inc.
39115 County Road 186
Sauk Centre, MN 56378

Re: Authorization to Operate Agricultural Aircraft over Unincorporated Areas of Aitkin County to Conduct Aerial Spraying of Tent Worm Caterpillars

Central Planes Aviation, Inc. has requested permission to operate agricultural aircraft over unincorporated areas of Aitkin County to spray for tent worm caterpillars using a Bt insecticide called Dipel.

Central Planes Aviation, Inc. is granted permission to operate agricultural aircraft over areas of Aitkin County while spraying for tent worm caterpillars per FAA waivers. Permission is granted with the following conditions:

1. It applies to only the unincorporated areas of Aitkin County;
2. Central Planes Aviation, Inc. must have a valid license to spray for tent worm caterpillars from the Minnesota Department of Agriculture;
3. This permission expires on December 31, 2014.

This authorization by Aitkin County is not an endorsement of this company. Central Planes Aviation, Inc. does not act on behalf or as an agent of Aitkin County.

Date _____

J. Mark Wedel, Chair
Aitkin County Board of Commissioners

Attest:

Patrick Wussow
Aitkin County Administrator
Clerk, Aitkin County Board of Commissioners

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-21-14

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 1-28-14 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator & Bobbie Danielson, HR Manager

Type of Action Requested (check all that apply)

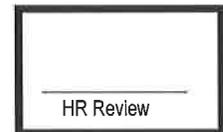
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
nicole.visnovec@co.aitkin.mn.us

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners and County Administrator Patrick Wussow

From: Patrick Wussow, County Administrator
Bobbie Danielson, HR Manager

Date: January 23, 2014

Subject: Personnel Committee Recommendations
External Recruitment Firm and Interim County Administrator

Background

The Personnel Committee met on January 22, 2014, and recommends the following:

External Recruitment Firm

The committee unanimously recommends accepting Springsted Incorporated's proposal, with David Unmacht, to provide executive recruitment services for the position of County Administrator. The search is expected to take between three and four months to complete. Please find a copy of the proposal attached.

Interim County Administrator

The committee is not unanimous in its recommendation concerning appointment of an interim County Administrator. Three members recommend accepting the proposal from a neighboring county, Mille Lacs, to provide interim services. One member recommends an internal team approach utilizing the IT Director (lead) and the Treasurer (support) as the Interim County Administrator team.

Those in support of the external appointment (Marcotte, Wussow, Danielson) note the candidate, Roxanne Traxler, currently serves as a County Administrator, responsible for the overall operation of county government. She is experienced in providing strategic leadership to staff and the County Board, developing and managing county budgets, and providing supervision and leadership to all department heads. Her education includes a Master of Business Administration (2013 MBA), Master of Public Administration (2003 MAPA), and a Bachelor's degree in Environmental Science (1998). Her professional associations include, in part, the Association of MN Counties Futures Task Force and General Government Policy Committee and the Minnesota Association of County Administrators (2014 vice president) so she remains current on legislative issues and can apprise the Board of pertinent legislative issues during the interim period. Cost \$4,767 per month. A draft interim County Administrator job description is attached.

The member in support of the internal team approach (Wedel) notes it's an opportunity for staff to work together for the benefit of Aitkin County. He notes it is less expensive and has received feedback that some staff would be more comfortable having someone internal appointed during the interim. It is seen as an opportunity to build comradery within the organization. Cost \$3,447 per month (includes PERA, Fica, and Medicare).

The estimated savings – in 2014 \$10,649 per month was budgeted for the County Administrators salary and benefits. For the months of March, April, and May the County could realize that savings per month to offset the consultant hiring process and other expenses related to an Interim Administrator.

Action Requested (2 motions)

Motion to accept the proposal of Springsted Incorporated to provide executive recruitment services for the position of County Administrator.

Motion to appoint

If you have any questions or require additional information prior to the meeting, please feel free to contact any of the Personnel Committee members.

Personnel Committee
January 22, 2014
3:00 p.m.

1. Interim Administrator
 - a. Internal
 - 1) Team – Steve Bennett and Lori Grams
 - b. External
 - 1) Mille Lacs County

2. County Administrator Hiring Process
 - a. External
 - 1) Review Quotes – Two Received

3. Interim Job Description

4:00 Adjourn

- ❖ As part of the hiring process either of the consultants would thoroughly review the job description with the County Board to make sure the final job description as advertised is appropriate.

Patrick Wussow

From: Roxy Traxler <Roxy.Traxler@co.mille-lacs.mn.us>
Sent: Tuesday, January 21, 2014 12:41 PM
To: 'Patrick Wussow'
Subject: interim items
Attachments: Roxanne Traxler Resume 1-14.docx

Pat

Here is the resume – I updated it quick for MLC. Also below is a very brief outline of cost and sample times.

\$4,767 per month to MLC

20 hours per week – 16 hours per week in Aitkin (less any joint meetings such as AMC, MACA, etc); cost includes any mileage and transportation; minimum every Board meeting Tuesday in Aitkin, and other Tuesday in MLC

Concept – In Aitkin:

T, TH 2nd and 4th weeks; 8:45 – 5:00 (open to negotiation on start / end times and days of week)

M, W 1st and 3rd weeks; 8:45 – 5:00

Roxy Traxler
County Administrator
Mille Lacs County

ROXANNE TRAXLER

16336 130 Avenue | Milaca, MN 56353 | 507-380-0297 | traxler1025@gmail.com

EMPLOYMENT HISTORY

County Administrator, Mille Lacs County

2006 - current

Milaca, MN

- Serve as the chief administrative officer of the County; responsible for the overall operation of county government under general direction of the County Board of Commissioners. Manage and oversee the administration and coordination of County services in accordance with all ordinances, rules, regulations, resolutions, policies, and state laws.
- Provide strategic leadership and management to staff and County Board. Implement County comprehensive and strategic plans through staff engagement, collaboration with stakeholders, residents and the County Board.
- Develop and manage County operating budget of \$33,000,000; develop and implement capital improvement planning and budget, as well as oversee ongoing projects. Direct the establishment and development of the County's budgetary system to be used by all departments, including County-wide accounting policies, procedures and County finances, including the preparation and presentation of proposed annual budgets and a Capital Improvement Plan. Managed the new Justice Center building project (\$10M new building); Historic Courthouse Remodel project (\$3.2M) and Community and Veteran Services remodel (\$500,000).
- Provide supervision and leadership to department directors, Administrative Services staff and, indirectly, all County employees. Conduct ongoing feedback, coaching, mentoring, and performance reviews, and evaluate the performance of department heads and Administrative Services staff. Develop, implement and contract for employee development programs; including performance evaluation and classification systems
- Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of staff, and the overall perception by the general public. Direct and manage public relations, liaison between the County Board County, employees and the public.
- Acts as chief negotiator, and as the official County representative with unions. Adjusts grievances on behalf of the employer, develop and coordinate mediation and arbitration responses.
- Develop and maintain relationships with partners, other state and federal agencies, coordinate and work with multi-disciplinary teams on issues that affect the County.
- Manage employee benefit programs for 214 employees, including medical, dental, life, and supplemental Employee Group Insurance plans. Including overseeing the implementation of the employee benefit program including the annual open enrollment and employee health fair.
- Develop and implement Broadband programs in County under Blandin Broadband Community grant program while working with collaborative task force made up of county residents, school members, business members and county staff. This work has resulted in 10 new WiFi hotspots in the County, 50 computers being distributed to low income families, WiFi being added to school busses, and ongoing discussions about the importance of internet access and availability.
- Started a regional (5 County area) broadband ad-hoc taskforce which developed and implemented 2013 East Central Regional Broadband Summit with 88 participants to reflect on the needs of our region for internet access.

County Coordinator, Le Sueur County

2005 — 2006

Le Center, MN

- Provide strategic leadership to the County Board and staff. Responsible for administrative functions of the County. Provided general supervision over departments and staff, reported to the County Board on all matters related to the County.
- Responsible for supervision of, and direct HR functions including benefit programs, wage negotiations, personnel policies and safety programs.
- Participated in negotiations, developed cost projections for proposals on wages, benefits and other terms of employment.

- Developed human resource, zoning, and other policies and procedures; implemented processes
- Served as risk manager and safety officer for the County, responsible for insurance and safety program compliance, including OSHA, workers compensation and liability programs.
- Acted as Public Information Officer and worked with volunteers in emergency situation (tornado 2006)

City Administrator / Human Resources, City of Minnetonka Beach

2003 - 2005

Minnetonka Beach, MN

- Developed policy and procedures for City Council action; implemented adopted policy.
- Responsible for the day to day operations of the City, including HR, payroll, billing, and operations.
- Administered all human resource programs, policies and procedures for the City including performance reviews and employee handbooks.
- Administered the City's employee benefit plans including health, dental and voluntary disability programs.
- Ensured OSHA safety compliance within the City
- Developed, implemented and monitored City budget and expenses
- Responsible for DOT compliance for public safety workers

Solid Waste Coordinator, McLeod County

1997 — 2003

Hutchinson, MN

- Developed and implemented short and long-term strategic planning related to solid waste activities in the County.
- Developed, coordinated and implemented solid waste, recycling and hazardous waste programs for the County
- Prepared \$1M departmental budget, and recommended capital expenditures
- Recommended hiring and firing, oversaw department hiring process, and executed performance reviews of staff.
- Coordinated OSHA safety programs and training for staff, including 40-hour Hazardous Materials training
- Oversaw department respirator program, including fit testing and medically required certifications
- Completed research and cost analysis for projects and performed income and expense projections
- Responsible for DOT and OSHA requirements for those operating with Class A license and forklift certifications

EDUCATION

MBA, Master of Business Administration, College of St. Scholastica	2013
MAPA, Master of Public Administration, Minnesota State University, Mankato	2003
Bachelor of Science, Environmental Science, Mankato State University	1998

PROFESSIONAL ASSOCIATIONS, GROUPS & CERTIFICATIONS

- International Public Management Association for Human Resources – Certified Professional
- Minnesota Association of County Administrators – Executive Board, Vice President (2014), Treasurer (2013); Regional Committee Coordinator (2010 +)
- Association of Minnesota Counties – Futures Task Force, General Government Policy Committee, Conference Planning Committee for Annual Statewide Conference
- Chair, Connect Mille Lacs County Broadband Initiative
- Chair, East Central Regional Broadband Task Force
- Other Training Completed
 - Lean Facilitator Training (State of MN LEAN Office)
 - Lean Management Systems (Lean Enterprise Institute)

Bobbie Danielson

From: Kelly Drobac [kdrobac@springsted.com]
Sent: Friday, January 17, 2014 1:37 PM
To: bobbie.danielson@co.aitkin.mn.us
Cc: David Unmacht
Subject: Proposal to Provide Executive Recruitment Services for the Position of County Administrator
Attachments: 2014-01-17 - Aitkin County MN - EX Search - County Administrator FINAL.pdf

Importance: High

Dear Ms. Danielson:

On behalf of David Unmacht and Springsted Incorporated, I am pleased to submit this Proposal to Provide Executive Recruitment Services for the Position of County Administrator.

If the attached file fails to open, please notify me immediately and I will gladly provide the file in a different format. Also, please reply to this e-mail to confirm receipt of our proposal.

Thank you for this opportunity. We look forward to hearing from you soon.

Have a great day,
Kelly Drobac

Kelly Drobac
Proposal Coordinator

Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101-2887

651-223-3020 Direct
651-268-5020 Fax
kdrobac@springsted.com

Visit us on the web at www.springsted.com

This communication is confidential and intended for the addressee only. If you are not the intended recipient, please notify the sender immediately and then delete this communication from all data storage devices and destroy all hard copies. Dissemination, distribution, copying and/or other use of the information contained in this communication is strictly prohibited.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

LETTER OF TRANSMITTAL

January 17, 2014

Ms. Bobbie Danielson, Human Resources Manager
Aitkin County
217 2nd Street NW
Room 134
Aitkin, Minnesota 56431

Re: Proposal to Provide Executive Recruitment Services for the Position of County Administrator

Dear Ms. Danielson:

Thank you very much for the opportunity to submit a proposal to assist in conducting an executive search and recruitment for the position of Aitkin County Administrator. Hiring a county administrator is one of the most important decisions a County Board will make. In our role and partnership as executive search consultants, Springsted is committed to working closely with the County Board and staff to conduct a thorough, well-executed search that identifies qualified candidates with proven leadership and management experience.

Springsted has extensive experience conducting local government executive searches. We have a proven track record of conducting county administrator searches. Our model and business strategy is to provide you with a strong process, together with an experienced staff, while remaining flexible to adapt to the County's needs and desires. We approach each search by establishing positive and effective communication and trust with everyone. We will work hard to understand the County's issues, challenges and future goals. We will use this information to recommend best practices, prepare professional materials and administer effective recruitment strategies.

We understand our proposal is subject to review and discussion. We look forward to the next steps in the process. We would greatly appreciate the opportunity to work with you on this important process. Please contact me if you have any questions on our proposal.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. J. Unmacht", written over a white background.

David J. Unmacht
Springsted Incorporated

kmd

Aitkin County, Minnesota
Proposal to Provide
Executive Recruitment Services for the Position of County Administrator

1. Background of the Firm and its Principals and Relevant Public Sector Experience

Background of the Firm

Springsted is one of the largest and most established independent public sector advisory firms in the United States. For nearly 60 years, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

Springsted is a women-owned business and is certified as a Women's Business Enterprise ("WBE") by the City of Saint Paul, Minnesota. Three employee-owners lead Springsted. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states. Specifically, our regional offices include Milwaukee, Wisconsin; Des Moines, Iowa; Kansas City, Missouri; Richmond, Virginia; Denver, Colorado and Los Angeles, California.

Principals / Owners: Bonnie C. Matson, *Firm Administrator*
Kathleen A. Aho, *President*
David N. MacGillivray, *Chairman*

Relevant Public Sector Experience

County governments are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means don't necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative partnerships, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are likely to deliver more value by maximizing the use of public resources. Hiring a county administrator is a critical decision and one that can have long lasting and positive impacts for years to come.

Springsted's staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience in managing and leading city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities. Our Organizational Management focus ranges from executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

2. Bio and Information Regarding the Experience for the Principal Recruiter Assigned to Aitkin County's Recruitment Process

Project Manager

David J. "Dave" Unmacht

Senior Vice President and Director of Organizational Management and Human Resources



Mr. Dave Unmacht is Director of Springsted's Organizational Management/ Human Resources group. He is responsible for all aspects of the Aitkin County search process. He is an experienced local government professional who brings a passion and commitment to excellence in his service and relationships. Within the past five years he has been the lead consultant and advisor on many city and county executive searches.

Mr. Unmacht brings more 15 years of county administration experience, having worked for Scott and Dakota Counties, Minnesota. He has also worked as City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. He has a master's in Public Administration from Drake University and a bachelor's degree in Business Administration and Political Science from Wartburg College. Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in Saint Paul, Minnesota.

Mr. Unmacht and members of the Springsted team are involved in the Association of Minnesota Counties, the Minnesota Association of County Administrators (MACA) and the Minnesota City/County Management Association. We have very good contacts throughout the state and will network and market this position through all of our professional relationships.

Other Staff Resources

Sharon G. Klumpp

Senior Vice President and Consultant



Ms. Sharon Klumpp specializes in organizational and management consulting for public agencies. She will serve as Mr. Unmacht's backup and secondary contact and will assist if needed in the recruitment and screening of applicants. Ms. Klumpp has extensive government experience, having served as an Executive Director of the Metropolitan Council — the seven-county regional planning agency for the Twin Cities metropolitan area of Minnesota, as the Associate Executive Director for the League of Minnesota Cities, as a City Administrator and as an Assistant City Manager. She holds a master's in public administration from the University of Kansas and a bachelor's degree in political science from Miami University (Ohio).

Springsted Support Team

Along with the corporate office in Saint Paul, Springsted has upper Midwest regional offices in Des Moines, Kansas City and Milwaukee. We will call upon the staff in these offices to assist in recruiting and identifying qualified candidates for the position. Our key staff members in these offices are former local government administrators and managers that are active in the profession, in their region and in assisting in search processes. This "bench strength" will ensure that our recruitment strategy and results are thorough and comprehensive.

3. Proposed Recruitment Schedule

Upon selection, Mr. Unmacht will begin work to understand the desired qualifications of the position as well as understand the County's issues and priorities. He will meet with Aitkin County officials (individuals to be determined) to identify best practices in the overall search process, and to develop a recruitment process and schedule. Mr. Unmacht's primary experience as a county administrator and his organizational development experience provide a solid foundation for understanding the desired qualifications for the Aitkin County Administrator position. We have reviewed the current job description and understand that there may be some changes to it before it is finalized for the incoming administrator.

One designated staff person is needed to provide support throughout the search process including assisting in details, logistics and scheduling. This individual will also be a contact for information requests, clarifications and general communication. It is anticipated that Ms. Danielson will be that contact.

The timetable below provides an *illustration* of a hypothetical schedule for filling the County Administrator position. The schedule is representative of the timeline. If selected, the specific dates and details will be modified to match the actual beginning of the search. In general, an executive search process takes between three and four months to complete. Specifics within each step below will be discussed and articulated during the initial meetings with County officials.

Project Milestone	Deliverables	Proposed Date
Notice to proceed		At January 28 Board meeting
Develop position profile	<ul style="list-style-type: none"> On-site meetings with the County Board Meet with the members of the management team Meetings with key community leaders (if desired) 	January 29 – February 10
Approval of the position profile and job announcement	<ul style="list-style-type: none"> Position profile Job announcement 	February 11 Board meeting
Recruitment and candidate outreach	<ul style="list-style-type: none"> Placement of job announcement Contact with prospective candidates Acceptance / acknowledgement of applications Status reports to the County 	February 12 – March 10
Applicant screening	<ul style="list-style-type: none"> Supplemental questionnaire to top candidates Initial candidate screening interviews 	March 11 – March 24

Project Milestone	Deliverables	Proposed Date
Candidate presentation / selection	<ul style="list-style-type: none"> • Candidate resumes and questionnaires to the County • On-site meeting with the County Board • Notification to applicants not advancing in the selection process 	March 25
Interview design	<ul style="list-style-type: none"> • Interview design, questions and candidate assessment forms • Determine process, participants and schedule 	March 25
References	<ul style="list-style-type: none"> • Contact references • Prepare and distribute reference outlines 	Prior to the first round interviews
First and second interviews	<ul style="list-style-type: none"> • Consultant attendance at interviews 	April 1 – April 18
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon selection of final candidate
Offer accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement 	April 22
Projected start date	<ul style="list-style-type: none"> • County Administrator starts • Action plan for a successful transition 	End of May; early June
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December 2014; June 2015

As part of the search process, we propose to contact the County Administrator during his/her first year in the position to check in and see how everything is going. This follow-up is designed to provide support and advice as necessary to ensure a successful transition for everyone. These dates do not preclude conversations and other informal contacts at any time after the official appointment by the County Board.

4. Executive Search Process

Executive Search Process and Philosophy

Springsted's primary goal is to provide a well-defined and strategically-focused executive recruitment in Aitkin County's search for a County Administrator. In Mr. Unmacht's work, he brings an excellent understanding of county government, respect for the responsibilities of the County Board and staff, and a thorough knowledge of and experience in the duties and responsibilities of county administration.

Mr. Unmacht will work to create an excellent partnership between all county officials and Springsted. This includes helping the County think strategically and deliberately throughout each critical step of the process. Mr. Unmacht and any additional Springsted staff members utilized for this search will remain unbiased and fair in all communications and interactions, and will build trust and confidence with everyone from the beginning to the end of the process.

The essential steps to any search process include the following items below. These are listed in summary form and can be explained and outlined in greater detail at any time.

1. **Position Review and Analysis** — Work with the County Board and any designated staff to identify and define the experience, skills, knowledge and abilities the ideal candidate will need to be successful. We identify the priorities and challenges the incoming County Administrator will be facing, especially within the first one to two years in the position. This step will involve meetings with members of the County Board, and any one else the Board designates to be involved in the process. We use this information to update the job description (as needed) outlining the requisite duties, responsibilities and goals of the position. We will also work with the County Board, if requested, to conduct a salary survey to evaluate the present salary with the expectations of the marketplace.

Using this information, we prepare a position profile that identifies the qualifications the County Board desires in the County Administrator. The profile includes information on the Aitkin County community, the County structure, the qualities and characteristics desired in the Administrator and the leadership opportunities this position offers to prospective candidates. The profile is used as a marketing brochure (as well as a source document used to evaluate applicants) to bring positive exposure to the County.

2. **Recruitment and Targeted Outreach** — Develop a customized recruitment strategy; the final strategy is determined in conjunction with the County Board and staff. The recruitment plan is also a function of the geographic region (local, regional, state, national) that the Board seeks in its search strategy. The process typically includes the following six step plan:
 - Website postings with AMC, LMC and City/County Management Associations in the recruitment regions, certainly in the Upper Midwest.
 - Schools of public administration that regularly provide information about job openings to alumni (For example: Hamline, Metro State, Mankato, University of Minnesota).
 - Electronic messages and communication through various mediums such as LinkedIn.
 - Wide spread e-mail notices on association and group listserv's. E-mail notices will go out to MCMA and MACA organizations in Minnesota.
 - A review of our existing database to determine candidates that we know or have screened in the recent past to determine if they meet the desired qualifications.
 - Personal telephone contacts and extensive networking with prospective candidates to inform them of this position, answer their questions and encourage them to apply. We find often that many qualified candidates are not actively seeking a new position and do not respond to advertising, hence we will directly recruit certain individuals who we believe are a match for the County and the position.

Springsted sets up a special e-mail inbox for each search and encourages an electronic submission of applications. Applications received by mail or by fax are scanned to ensure that we have an electronic record of all materials received. Each application is acknowledged upon receipt. We maintain respectful relationships with all potential applicants and candidates that apply for the position. We work in confidence and commit to represent Aitkin County in all of our contacts in a courteous and professional manner.

3. **Applicant Screening and Evaluation** — Conduct an objective and systematic review of each application to determine those applicants who most closely meet the County Board’s desired qualifications. We aggressively review every resume – as often as needed – to find the most qualified applicants. Once we have identified the top candidates (amount varies based on the pool – but can range from 8-12), we ask them to complete a questionnaire that addresses their professional and personal qualities in comparison to the characteristics identified in the position profile. We work with the County to develop the essential questions we will ask the candidates. Along with substantive information provided in the answers to the questions, we are able to judge and evaluate the candidates writing and comprehension skills. Once that is complete, we conduct telephone screening interviews – and personal interviews if possible – to expand upon each candidate’s background and experience, particularly in those areas important to the County. We determine the candidate’s level of interest and motivation for seeking the position. We identify the candidate’s management and leadership style and learn and understand their personal experiences and professional expectations in Aitkin County.
4. **Presentation of Candidates** — Prepare written candidate reports summarizing our screening information, explaining how each candidate meets the County’s established qualifications and why the candidate is seeking the position. We include information on the candidate’s education, experiences, strengths, areas of professional development, management style and professional accomplishments. Written candidate reports also include a review of information found through Internet searches and preliminary conversations we will have with people that we know and trust.
5. **Selection of Candidates to Interview** — Meet with the County Board to present the written reports on the screened candidates. The Board selects the candidates who will be invited to interview – anticipated to be six to eight individuals. The number of candidates may vary based on the number of anticipated interviews, the search priorities and depth of the candidate pool. In a professional and respectful manner, Springsted informs all applicants of their status in the selection process, in particular those that are not moving forward to the interview stage.
6. **Interview Design** — At the time of the selection of the candidates, we present options to the County Board for the design of the interview process. Depending upon the Board’s goals, these options may include opportunities to provide candidates with a tour of the Aitkin County community and a candidate “meet and greet” if desired. Interview options may also include a multi-tiered interview process, including involvement and participation from County staff and community leaders (if desired). We provide sample questions and also include a list of questions (inappropriate or illegal) that the Board should avoid asking during the interviews. We will coordinate the interview schedule and all interview details with the designated participants and candidates.

Each county is different and Springsted will support and provide leadership to any interview process that is selected. We will offer ideas and input and then work with each candidate to ensure they have the necessary information to proceed with the identified process.

7. **Reference Checks** — Contact references and provide a thorough reference outline for each candidate participating in the interviews. It is our practice that we contact at least four references per candidate: an elected official, a professional peer, a direct report and a community member. We believe that a more comprehensive reference profile can be compiled if we seek input from a representative of each of these areas.

8. **Interviews** — Work with the County Board to design and administer the interview process. The County Board may elect to interview the candidates alone. In addition, we can develop a structured interview process that maximizes the input of any participants selected by the County Board. For example, we can prepare different situations for the candidates – the Board may have a formal interview; the staff may have a candidate presentation on a critical subject the County is facing followed by a question and answer session and the community members may engage and interact in a more informal setting. The specifics and details will be discussed and determined; the critical objective is that for each group involved they will assess each candidate in a different setting and situation. We provide a template to help organize and evaluate the candidates on an equitable basis. Mr. Unmacht will be in attendance at the interviews to provide support as needed while the Board narrows the field of candidates who could be invited to a second interview. After a first interview, a decision is made on how to move forward – we work with the Board to design a different candidate engagement for those that move forward to the final phase of the interview process.

9. **Background Check and Employment Offer** — Conduct a thorough background records check, which includes state and national criminal and civil history, driver's license review, educational verification, a credit check and a review of social media activity. The timing is coordinated and typically is completed prior to making an offer to a candidate. We will assist (if desired) in developing an employment offer. We will negotiate a compensation package with the successful candidate in accordance with direction received by the Board.

10. **Ongoing Services** — Our commitment to the County Board does not stop after the appointment of the County Administrator. At the time of the appointment, we will provide the Board and incoming Administrator with ideas on how to successfully transition to a new position. We are available throughout the first year to facilitate a discussion about performance issues (if they arise) and/or assist in establishing goals and objectives for the new County Administrator. We will contact the Administrator at regular intervals during the first year to find out how he/she is performing and to check in to answer questions or provide information as requested in the transition.

Springsted will also perform another executive search if the new County Administrator voluntarily resigns or is dismissed with cause during the first 24 months of employment. The guarantee search and other ongoing services are provided at no additional cost to the County other than reimbursement for actual direct expenses we incur.

5. References

Beltrami County, Minnesota

County Administrator

Ms. Linda Tran, Human Resources Director
218-333-4155

Nobles County, Minnesota

County Administrator

Ms. Sue Luing, Deputy County Administrator
507-295-5202

Becker County, Minnesota

County Administrator

Ms. Nancy Grabanski, Human
Resources Director
218-846-7309

Cook County, Minnesota

County Administrator

Mr. Sue Hakes, County Commissioner
218-370-9833

Bobbie Danielson

From: Gary Weiers [Gary@daviddrown.com]
Sent: Monday, January 20, 2014 12:31 PM
To: bobbie.danielson@co.aitkin.mn.us
Subject: Proposal
Attachments: Introductory Letter.pdf; Proposal.pdf; Sherburne County Administrator Profile.pdf

Good Afternoon Bobbie,

Attached is our proposal to assist Aitkin County with the search for your next administrator. Please note I am only sending these materials via email unless requested to submit via postal mail or fax.

The attachments include:

- Cover Letter
- Proposal
- Copy of the profile developed for the Sherburne County Administrator search

Thank you for seeking a proposal from David Drown Associates. I very much look forward to assisting should that be the decision made by the Board.

Gary Weiers, Associate
David Drown Associates, Inc.
1327 Merrywood Court
Faribault, MN 55021
Phone: 612-920-3320 xtn 109
Fax: 612-605-2375
www.daviddrown.com



Faribault Office:
1327 Merrywood Court
Faribault, MN 55021
(612) 920-3320x109 | fax: (612) 605-2375
gary@daviddrown.com
www.daviddrown.com

January 20, 2014

Ms. Bobbie Danielson
Human Resources Manager
217 2nd Street NW, Room 134
Aitkin, MN 56431

Dear Ms. Danielson,

David Drown Associates is pleased to submit a proposal to conduct the Administrator search for Aitkin County. Our firm recognizes the importance of this decision and will help the County Board meet all their expectations from start to finish. Our goal is for our clients to be completely satisfied with our work and with the outcome of our efforts.

We have recently completed searches for Sherburne County, the City of Madison Lake and the City of Winsted and we look forward to bringing our common sense approach to serve Aitkin County. We will make every effort to present the County Board with a qualified pool of candidates, one of which will become your next administrator.

Attached to this letter is our proposal to assist Aitkin County with this search. This proposal represents a comprehensive search package, but if the County desires something less comprehensive, other service options could be put together upon request. We are willing to customize our services to most effectively meet your needs.

Included in this process is the development of a professional position profile. I have attached a copy of the profile used in Sherburne County to demonstrate the level of customization used to represent the County. Each County is unique and will be presented as such.

I look forward to discussing the proposal and if selected, I could begin work on this immediately. Thank you for your consideration.

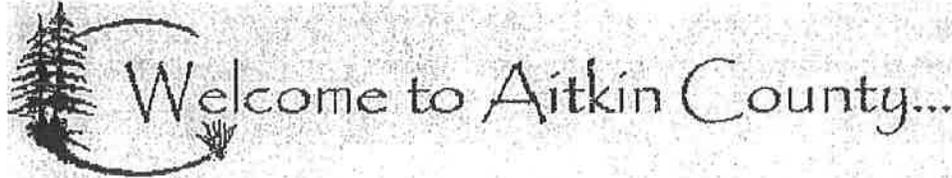
Sincerely,

A handwritten signature in cursive script that reads 'Gary Weiers'.

Gary Weiers
David Drown Associates

Attachments

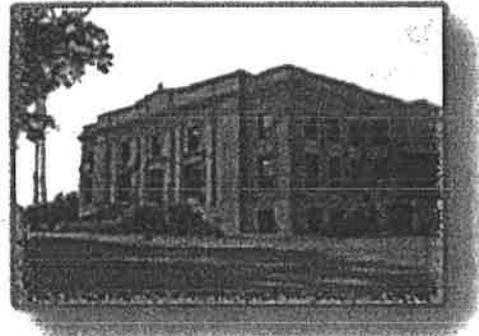
David Drown Associates
Proposal for the Aitkin County Administrator Search
January 20, 2014



Aitkin County Mission
"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County"

Contents of Proposal

Description of Firm
Approach to this Search
Service Team
References
Outline of Search Process
Fee
Assurance
Tentative Timeline



Description of Firm

For 17 years, David Drown Associates (DDA) has provided Financial Solutions, Tax Increment Financing, Economic Development, Strategic Planning and other services to cities and counties throughout Minnesota. With over 250 local government clients, we have a deep understanding of the workings of local government. The firm recently decided to focus more attention on executive searches and 3 searches have been completed in the last several months—Sherburne County, the City of Madison Lake, and the City of Winsted.

Approach to this Search

Our approach to conducting the search for Aitkin County is a simple one in that we want to find the best fit for your organization. This is accomplished first and foremost by listening to what you are saying, understanding your goals and objectives and building the search process off that foundation. We will strive to gather a significant amount of background information so that when the County Board approves moving forward with the search, we will fully understand your expectations.

We then comprehensively advertise the position and make sure the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, but we will make every effort to find those folks through direct outreach efforts.

After the posting closes, the analysis of candidates will be completed and comprehensive information will be gathered so that when the semifinalists are presented to the County Board, they will be confident that these people are the best matches from the submitted applications. After the Board selects finalists they all will receive a Workplace Personality Inventory which describes helpful work related behavioral information for consideration by the County Board. Also all finalists will be fully vetted so all the necessary hiring information will be available prior to making a decision. You will not need to wait on reference checking or other background information as it will be in hand prior to the final interview.

Communication with the County Board is a high priority, so in addition to Gary Weiers being on site regularly, the County Board will receive weekly email updates and he will always be available for questions from Commissioners via email or phone. The Board will always be in the loop on the status of the search.

Service Team

Our team will be led by Gary Weiers. He joined DDA in 2013 after completing over 20 years of county government management experience, the last 10 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower and Sherburne Counties. Gary received his Bachelor's Degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees. As County Administrator, Gary performed all the functions in the Aitkin County Administrator job description. This perspective, coupled with the experience of working his way up the organizational ladder, separates us from other service providers.

Gary will be assisted by associate Shannon Sweeney and firm president David Drown, but the vast majority of work will be directly performed by Gary. It is likely that Gary will be the only member of the firm that you will see and you will see plenty of him.

Since joining the firm, Gary has completed administrator searches for the cities of Madison Lake and Winsted along with Sherburne County.

Winsted Mayor, Steve Stotko, made the following comment about their administrator search: *"Gary Weiers has done a fantastic job for us. He communicated with us throughout the process and kept it moving forward. Gary fit in with our culture immediately and helped make this very important process fun."*

Contact information for Sherburne County, Winsted and Madison Lake is listed later in this document as you may wish to visit with them about their level of satisfaction with our services.

Shannon Sweeney has been with DDA for 13 years and has worked with dozens of cities and counties throughout Minnesota on executive searches, economic development, finance and strategic

planning. Shannon will assist Gary by providing professional feedback and consultation from start to finish.

David Drown is the President of DDA and founded the company 17 years ago to provide a wide array of services in a cost effective, efficient and professional manner. David has worked with hundreds of municipal clients in his career and, as a result, will help insure that this search process meets the needs of Aitkin County. David remains directly involved in day to day company operations and will lend professional assistance where necessary throughout the search process.

DDA was founded to enhance the quality of services to outstate Minnesota. If DDA is selected to conduct this search, Aitkin County will receive the most inclusive and best possible service.

Gary Weiers References

Felix Schmiesing

Commissioner, Sherburne County

Phone number: 763-765-3001

Email: schmiesingfelix@gmail.com

Steve Stotko

Mayor, City of Winsted

Phone number: 320-485-2366

Email: stotko@winsted.mn.us

Steve Taylor

Administrator, Sherburne County

Phone number: 763-765-3001

Email: steve.taylor@co.sherburne.mn.us

John Howard

Council Member, City of Madison Lake

Phone number: 507-243-3854

john.howard.mlouncil@gmail.com

Outline of Search Process

Step 1: Information Gathering

- DDA will meet individually with each County Board member to gather information about administrator attributes, organizational goals and other priorities
- DDA will facilitate a group meeting with department heads to hear their input about candidate skills and abilities
- DDA will review the job description with the Human Resource Manager
- DDA will gather relevant comparative salary information for consideration by the Board

Step 2: Development of Position Profile

- Based on the direction received from the County Board, DDA will develop a professional position profile
- The County Board will review and approve the position profile prior to commencement of recruitment

Step 3: Advertisement and Recruitment

- Email the Board approved profile to appropriate associations and websites for posting, which include, but are not limited to:

- Association of Minnesota Counties
- International City/County Management Association
- Minnesota Association of City/County Managers
- Minnesota Association of County Administrators
- League of Minnesota Cities
- Other sites as appropriate
- County/City associations in neighboring states
 - Iowa
 - Wisconsin
 - South Dakota
 - North Dakota
- Phone and email possible recruits that are not actively seeking job change
- Ongoing communication with candidates about the process will occur

Step 4: Initial Screening and Review

- Scoring of resumes and applications
 - DDA will complete a comprehensive analysis of every application received
- Determination of semifinalists
 - Semifinalists are selected by DDA based on job related criteria
- Initial interview of semifinalists
 - DDA will conduct initial phone or internet interviews with semifinalists
- DDA will present semifinalists to the County Board for selection of finalists to be interviewed
- DDA will notify those not selected as finalists at this point

Step 5: Selection

- Comprehensive background screening of all finalists
 - This includes criminal history, employment history, verification of education, driver's license review, credit check, etc.
- Reference checking of all finalists
 - Focus will be on input from current and former employers
- Personality inventory for all finalists
 - DDA will administer a work oriented personality inventory that assesses individual characteristics that are likely to influence work behaviors
- Prior to the final interview, the County Board will receive a comprehensive report including the following items:
 - Resumes and other application materials
 - Summary of initial interviews conducted by DDA
 - Comprehensive background check information
 - Comprehensive reference check information
 - Work oriented personality inventory report
- Selection of questions for interviews
 - DDA will draft interview questions for the County Board
- Facilitation of County Board interview process

- DDA will assist County Board in conducting the interviews and will be present throughout all interviews and related activities. Options for the interview process will be discussed with the County Board and customized as per the direction received from the Board.
- Deliberations by the County Board
 - DDA will assist the County Board in structuring the deliberation process
- Selection of candidate for offer is completed by the County Board

Step 6: Offer

- DDA will make the offer and negotiate the terms with selected candidate as per the parameters established by the County Board
- After acceptance, DDA will send a letter outlining terms of employment

Step 7: Follow up

- If requested, DDA will assist the new Administrator in establishing position priorities with the County Board
- DDA will receive feedback from County Board on the process
- DDA will provide ongoing support to the Administrator, as needed, for at least the first year of employment and as requested after that.

Fees

Professional fee of \$14,000

This all inclusive fee covers professional services, and all expenses including, travel, advertising, personality inventory, etc.

Assurance

If during the first year of employment the County Board dismisses the newly appointed administrator, DDA will complete another search without cost to Aitkin County.



Proposed Timeline: For discussion purposes only as the final timeline will be determined after the County Board's decision to proceed.

Item	Task	Completed Date
Decision by County Board to proceed		January 28, 2014
Information gathering	<ul style="list-style-type: none"> • Meet individually with County Board members • Meet with Department Heads in a group session • Gather all pertinent background information 	February 14, 2014
Review of position	<ul style="list-style-type: none"> • Gather salary information • Review job description • Develop position profile 	February 14, 2014
Approve position profile	<ul style="list-style-type: none"> • Meet with County Board to discuss and approve profile and hiring process 	February 25, 2014
Candidate recruitment	<ul style="list-style-type: none"> • Post position immediately upon approval of profile • Comprehensively advertise • Email and phone calls to prospective candidates 	March 24, 2014
Screening of applicants	<ul style="list-style-type: none"> • DDA will review and rank applicants based on job related criteria 	March 25, 2014
Initial interview by DDA	<ul style="list-style-type: none"> • DDA will conduct initial phone or video conference interviews of semifinalists 	April 2, 2014
Selection of finalists	<ul style="list-style-type: none"> • County Board reviews semifinalists and selects finalists for interviews • Notification of candidates not selected as finalists 	April 8, 2014
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> • Includes: <ul style="list-style-type: none"> ○ Criminal background: county, state, national, ○ Sex offender registry ○ Social security number verification ○ Employment and education verification 	April 18, 2014
References on all finalists	DDA will conduct reference checks with current and former employers	April 18, 2014
Personality inventory	DDA will administer a work related personality inventory	April 18, 2014
Presentation of finalists	DDA will present the County Board information including: <ul style="list-style-type: none"> • Summary of references • Results of background checks • Personality inventory report • Resume, etc. 	April 25, 2014
Interviews	<ul style="list-style-type: none"> • It is recommended that interviews be at a special meeting • Preparation of interview questions • DDA will be present at all interviews 	April 30 and May 1, 2014
Decision	County Board will select candidate for offer	May 13, 2014
Offer and agreement	DDA will negotiate agreement and send letter to chosen candidate	May 14, 2014
Projected start date	New County Administrator begins	June 16, 2014
Follow up	DDA will follow up periodically with the new Administrator	June 2015



Sherburne County Administrator

Population-----88,954
Position-----Administrator
Salary Range-----\$93,081 to \$139,622
County Seat-----Elk River, MN

Sherburne County Mission

"To provide the necessary services in a cost effective manner to support quality of life for Sherburne County citizens"

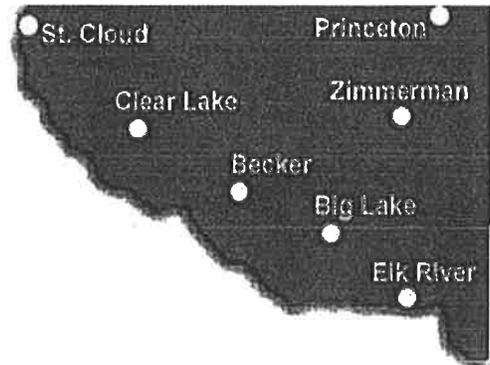
Sherburne County, MN

General Information

Spanning 431 square miles between the rapidly growing, economically healthy metropolitan areas of the Twin Cities and St. Cloud, Sherburne County is truly a land of great potential.

Spurred by the success of these two metro areas, the County has experienced unprecedented residential and economic growth in recent years, especially in the regions closet to these metropolises – the southeast and the northwest.

This wave of success doesn't look like it will subside anytime soon. With excellent schools, fine healthcare and vibrant communities, Sherburne County is in position to prosper for years to come.



Education



Business owners in Sherburne County frequently cite the quality of education in the area as one of the great resources for their businesses.

The County's seven school districts and the public high schools located within them are consistently recognized as among the finest in the State. More impressively, Sherburne County's percentage of graduating students ranks among the highest in the country. In addition, an array of private education opportunities exists in Sherburne County.

The immediate area also features a number of universities and community colleges that provide area students with the opportunity to push their educational limits and thoroughly prepare themselves for their careers.

Beyond that, Sherburne County has developed strong relationships with local workforce training centers that help employees find the right opportunities to apply their skills and business owners to find the right people to meet their needs.

The Area

Sherburne County is home to many county and city parks, wildlife management areas, scenic and natural areas, public trails and recreational areas. It also contains thousands of publicly-accessible acres including Sand Dunes State Forest and Sherburne National Wildlife Refuge. Pictured at right is Bridgeview Park Reserve consisting of approximately 29 acres along the Mississippi River with over 1,200 feet of shoreline.



The Sherburne County area boasts excellent local comprehensive healthcare resources in locations throughout the county. St. Cloud Hospital has been recognized as one of America's high-performing hospitals in 10 specialties in the *U.S. News & World Report* 2011-12 edition. This coupled with easy access to the Twin Cities for additional medical services makes this area a leader in quality, affordable medical care.

Economic Vitality

Situated between top major economic zones, Sherburne County is poised for growth with a diverse workforce and significant commuter population willing to work locally if the right opportunity strikes.

The County has a labor force of 50,154, with an even balance between white-collar and blue-collar workers, and enjoys a median household income of \$72,878. Major industries include agriculture, power generation, manufacturing, machining, printing, concrete products, financial services, health care, data centers and retail.

Transportation



Sherburne County's excellent transportation system seamlessly links all the County's cities and towns. Two major U.S. Highways – 10 and 169 – run through the County, providing four-lane access on the southern and eastern edges of the County and connecting all of its population centers.

Excellent rail service is available to businesses and commuters along U.S. Highway 10 that connect residents to the rest of the state and the nation. The main line of Burlington Northern Santa Fe Railroad from Chicago to Seattle runs through the County and the Northstar Commuter Rail service to Downtown Minneapolis has stops in Elk River and Big Lake.



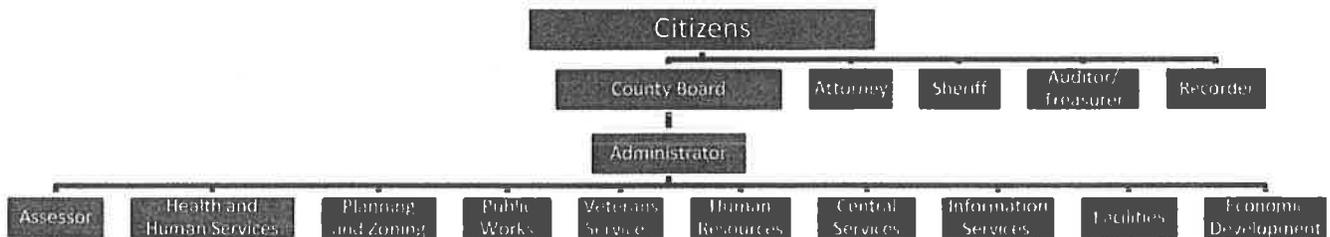
There are also four airports in Sherburne County, located in St. Cloud, Clear Lake, Big Lake and Princeton – the site of a regional Federal Flight Service Station. Additionally, the county is only a one hour drive to the Minneapolis-St. Paul International Airport.

The Organization

The Sherburne County Board of Commissioners consists of five commissioners elected from five districts in the County. All commissioners serve overlapping four-year terms of office and also serve on various committees.

The Board appoints the County Administrator who is the Chief Administrative Officer of the County. The Administrator is responsible for the administration of Board policy and for the management of the various county divisions and departments.

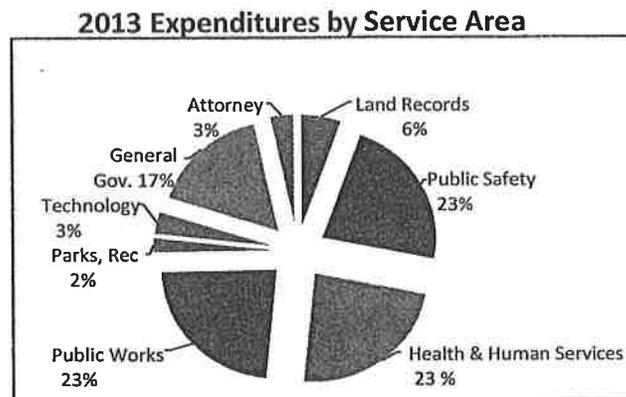
TABLE OF ORGANIZATION



The County’s functions and its over 600 employees are divided among 12 departments. Four of these departments – Attorney, Auditor/Treasurer, Recorder and Sheriff – are led by elected department heads and the others are appointed by the County Board.

Sherburne County provides a full range of services including health and social service; tax assessment and collections; law enforcement and jail; the construction and maintenance of highways and infrastructure; recreational facilities; planning and zoning; and general administrative services.

Sherburne County has an annual budget of \$72,151,162 distributed categorically as illustrated below:



The Position

The Sherburne County Administrator serves as the Chief Administrative Officer under the general direction of the County Board. The incumbent Administrator is retiring after serving in this capacity for over 13 years.

The activities of this department are designed to support the functions, objectives and assignments of the Sherburne County Government with an emphasis placed on team building and cooperation between County departments and the County Board. Some of these activities are: Clerk to the County Board, public relations, budget development, risk management, personnel management, communications, building and grounds maintenance and information services.

Duties

- Participates with the County Board in the creation of the vision and strategic plan for the County and assists the County Board in the development and evaluation of County policies and programs to achieve approved long and short range goals.
- Oversees preparation of and presents the annual budget and capital expenditure program. Implements, monitors and enforces the provisions of the approved budget.
- Provides supervision and direction to subordinate staff and department heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
- Directs and coordinates County central services including human resources, risk management, purchasing, information services, public information, property maintenance and budgeting.
- Represents the County and communicates with the public, organizations, other units of government and media in matters relating



to the County. Represents the County concerning intergovernmental relationships and initiatives at local, state, regional and federal levels. Creates and implements a program of positive and cooperative intergovernmental relations with local cities and townships and neighboring counties.

- Conducts strategic planning by continually evaluating the organization, its administration and services. Advises in the formulation of legislative proposals to further organizational goals.



- Establishes goals, evaluates performance and authorizes salaries for appointed department heads and designated division managers. In consultation with the County Board of Commissioners, has authority to discipline, hire and fire all appointed department heads. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with

County administrative elected officials.

- Oversees preparation of County Board agendas and minutes, attends all Board meetings and certifies Board actions. Approves and executes legal and other documents as Chief Administrative Officer of the County.
- Spearheads and coordinates economic development programs and initiatives in close cooperation with business community and other local units of government.
- Responsible for management and long range planning for county buildings, land and infrastructure.
- Serves as the Minnesota Chapter 13 Data Compliance Officer.
- Manages multi-jurisdictional efforts to complete Northstar commuter rail extension to St. Cloud, MN.
- Official spokesperson for the County

Core Competencies

Sherburne County is looking for a proven dynamic leader with an eye to the future and the work ethic to help the county chart a positive course. Sherburne County is seeking an administrator with the following qualities and professional competencies:

- An approachable, collaborative decision maker
- A good listener
- Excellent communicator both verbally and in writing
- Respectful, fair and unbiased when dealing with others
- Maintains the highest professional and ethical standards
- Sincere and genuine in their approach to working with commissioners, staff and citizens
- A comprehensive understanding of county budgeting
- A leader



Minimum Qualifications

A Bachelor's degree in public or business administration, political science, law, or related field is required. Master's degree is preferred. Must have extensive progressively responsible public sector administrative experience – or – extensive progressively responsible private sector experience that demonstrates knowledge of government operations including legislative process, tax structure, governmental relationships and funding mechanisms. At least five years of this experience must have been at the management level and involved directing staff, programs and significant budgets.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Training or experience in budget and financial analysis is highly desirable.

Position Announcement

County Administrator, Sherburne County MN.

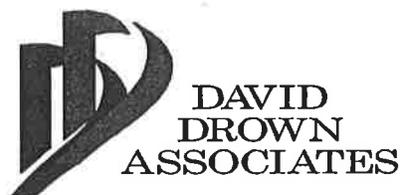
Salary Range: \$93,081 to \$139,622 and excellent benefits.

Sherburne County is a dynamic, growing area with a population of 88,954, excellent schools, fine healthcare and quality housing.

Sherburne County is situated between two rapidly growing and economically healthy metropolitan areas – the Twin Cities and St. Cloud. The County has over 600 employees with an annual budget of \$72,151,162. The County Board is seeking a strong, innovative and professional leader for the position of County Administrator.

A Bachelor's degree in public or business administration, political science, law, or related field is required. Master's degree is preferred. Must have extensive progressively responsible public sector administrative experience – or – extensive progressively responsible private sector experience that demonstrates knowledge of government operations including legislative process, tax structure, governmental relationships and funding mechanisms. At least five years of this experience must have been at the management level and involved directing staff, programs and significant budgets. The position profile is available at <http://www.co.sherburne.mn.us/> and <http://www.daviddrown.com/ExecSearch/index.HTML>

To apply go to <http://agency.governmentjobs.com/sherburne/default.cfm> and complete the process by 4:30 pm August 5, 2013. Finalists will be selected by the County Board on August 20th and finalist interviews will be conducted on September 18th and 19th. Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 ext. 109.



Faribault Office
1327 Merrywood Court
Faribault, MN 55021
(612) 920-3320 x109
Fax: (612) 605-2375
gary@daviddrown.com



INTERIM COUNTY ADMINISTRATOR

Department Administration
Reports to County Board
FLSA Status Exempt
Union Status Non-union Position, ~~Individual Contract~~

Final Appointing Authority

This is an interim assignment that will be for less than 6 months in duration, likely 3-4 months. This position shall not be filled until final approval of the County Board. All offers of interim employment are made in writing.

Job Summary

The Interim County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The County Administrator is charged with leading the organization and building an organizational culture that supports and implements the County Mission. All non-elected department heads report to the County Administrator. Works under broad policy direction of the County Board. The Administrator has wide latitude for the exercise of independent judgment and decision making over county government functions.

The Interim County Administrator is not assigned HR/personnel management responsibilities, recruitments, grievance processing, internal investigations, contract negotiations, mediation, arbitration, discipline, hiring, or firing; HR/personnel activities shall be retained and administered by the IIR Manager.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

Manages all department heads, in addition to the Building Maintenance Supervisor, Veterans Services Officer, and clerical support. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.



Position Description

1. Prepares and recommends policy to the County Board regarding county government operations. Advises the County Board regarding short and long range goals and recommends appropriate programs to attain them. Provides direction for the overall operation of county government and coordination with elected and state appointed offices.
2. Provides supervision and direction to subordinate staff and department heads in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
3. Directs and coordinates county central services including human resources, safety and risk management, motor pool, purchasing, information services, public information, property maintenance and budgeting.
4. Oversees preparation of the annual budget and long range capital expenditure program. Prepares reports, analysis and recommendations regarding the county's current and future financial position. Implements, monitors and enforces the provisions of the approved budget.
5. Represents the county and communicates on behalf of the county to individuals, groups, organizations, other units of government, and media.
6. Strategic planning: continually evaluates the organization, administration and services provided by county government. Advises in the formulation of legislative proposals.
- ~~7. Establish goals and evaluates performance for appointed department heads. Authority to discipline all appointed department heads. Authority to hire and fire all appointed department heads with county board authorization.~~
8. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials.
- ~~9. Represents the County concerning intergovernmental relationships and initiatives at local, State, regional and federal levels. Creates and implements a program of positive and cooperative intergovernmental relations with local cities and townships and with neighboring counties.~~
10. Prepares County Board agendas and minutes, attends all Board meetings, certifies Board actions. Approves and signs off on legal documents, etc. as Chief Administrative Officer of the county.
- ~~11. Spearheads and coordinates economic development programs and initiatives in close cooperation with business community and county cities and townships.~~
12. Attends professional meetings and keeps informed of new developments in government operation and management.
- ~~13. Responsible for management and long range planning for county buildings and infrastructure.~~
14. Serves as Official spokesperson for the county.
15. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. ~~Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.~~
16. Conducts business in accordance with the Open Meeting law.
17. Serves as the Minnesota Government Data Practices Act Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
18. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.



19. Attend seminars and workshops as needed.

- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Public Finance, Political Science or a related field, and minimum of eight years progressively responsible work experience, five of which must be served in an administrative or managerial capacity in a multi-function service organization.

Master's degree preferred.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Training or experience in budget and financial analysis is highly desirable.

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

Knowledge, Skills, and Abilities Required

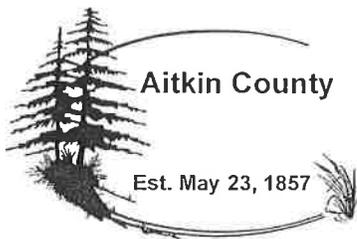
Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including data practices, the open meeting law, accounting, purchasing, information technology, OSHA, and employee and labor relations.
3. Financial management with experience in the preparation and presentation of budgets and fund accrual accounting.
4. Roberts Rules of Order.
5. Principles, practices and legal aspects of public administration as they relate to local government.
6. Organizational theory and effective management practices.
7. Public budgeting preparation, presentation and analysis.
8. Governmental accounting and reporting and the relationships of local, state and federal funding.
9. Minnesota property tax law, impact of levies to property and their calculation.
10. Governmental structure, laws, organization and interdependency of levels of government.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing, prioritizing, and delegating workload.

Ability to:



Position Description

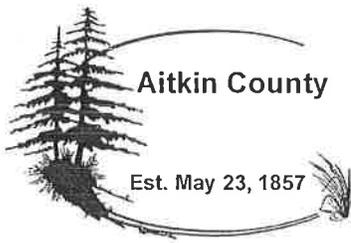
1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Make independent decisions.
4. Multi-task and work under pressure in a sometimes demanding environment.
5. Travel and work in excess of standard hours when necessary.
6. Direct a large staff in a broad range of service areas.
7. Plan, direct, supervise and delegate work, as well as work with others in a consulting capacity.
8. Communicate effectively, demonstrating exceptional oral, written and presentation skills. Communicate effectively with County Commissioners, coworkers, government organizations, civic groups, the media and citizens.
9. Analyze and resolve management problems.
10. Understand the political issues of county government. Serve as a liaison between the Board and other elected officials.
11. Accurately calculate wage and fringe benefit costs, budget and levy figures, and forecast county finances.
12. Develop and implement short and long range administrative goals and objectives.
13. Prepare and present accurate statistical narrative reports.
14. Evaluate various types of data and make recommendations on the findings.
15. Set direction and interpret elected official needs.
16. Direct, supervise and delegate work effectively.
17. Understand human development and thought processes.
18. Maintain a safe working environment.

Language Skills

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, area, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



Reasoning Skills

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

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

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software, Data Backup and Recovery Software, Recordkeeping Software, and other job-related software programs.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County.

Competencies

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



Position Description

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

Disclaimer

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

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

01/2014 Interim Position

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."