

Handout 3K

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Director
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
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director *B. Danielson*

Date: June 4, 2014

Subject: Teamsters Supervisory Unit 2013 Agreement

Background Information

An Agreement has been reached on the 2013 Teamsters Supervisory Unit wage reopener. The Agreement includes a 0% general adjustment, plus 1.8% lump sum payment for each member. Additional details are attached.

Action Requested

Motion to ratify the Teamsters ^{Supervisory} ~~Licensed Essential~~ Unit collective bargaining agreement as presented and authorize the Chairperson, Interim County Administrator, and HR Director to sign.

*↑
Please note
correction.
Thank you.*

Sue Bingham

From: Bobbie Danielson [bobbie.danielson@co.aitkin.mn.us]
Sent: Monday, June 09, 2014 9:26 AM
To: 'Roxy Traxler'
Cc: Mick Moriarty; 'Mark Wedel'; 'Sue Bingham'
Subject: Fee Schedule Change

Importance: High

Mick Moriarty, Deputy Recorder, stopped by to indicate the "Recorded document" copy and fax fee need to be updated on the draft fee schedule.

Amend Copies of Recorded Documents to read \$1.00 per page.
Add Fax Fee for Recorded Documents \$5.00 base fee, plus \$1.00 per page.

Bobbie Danielson
Human Resources Director
Aitkin County Courthouse
217 2nd Street NW, Room 134
Aitkin, MN 56431
Phone (218) 927-7306
Fax (218) 927-7374
www.co.aitkin.mn.us

We are pleased to announce that Aitkin County's residential environmental learning center, Long Lake Conservation Center, is now on Facebook. Like Us On Facebook! 

NOTICE: Unless restricted by law, email correspondence to and from Aitkin County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

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4B
Handout

APPENDIX C
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

VITAL RECORDS	
Birth Certificates	\$ 26 00
Duplicate Birth Certificate	\$ 19 00
Death Certificates	\$ 13 00
Duplicate Death Certificates	\$ 6 00

SHERIFF'S OFFICE

ALARM FEES

Initial	\$ 20 00
Renewal	\$ 5 00
Non-compliance Fee	\$ 50 00
False Alarms - Per each after third	\$ 50 00

GUN PERMIT TO CARRY

New	\$ 100 00
Renewal	\$ 75 00

BACKGROUND CHECKS

\$ 10 00

REPORTS AND ICR'S

Victim	No charge
Walk in	\$ 0 25 per page (single or double sided)
By mail	\$ 0 25 per page plus postage costs

AUDIO/VIDEO/PHOTOGRAPHY

Audio CD's	\$ 10 00
Transcript of audio recordings	\$ 4 00 per page
Photographs/Digital by disk	\$ 10 00
Booking photos	\$ 5 00
Video Recordings - VHS	\$ 16 00
Video Recordings - DVD	\$ 10 00

FINGERPRINTING

Aitkin County Resident	No charge
Non-resident	\$ 5 00

BOAT & WATER

Raft Permits	\$ 2 00 per year (renewed in 5 year increments)
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CIVIL PROCESS

¹ For Paper Service, \$100.00 Deposit is required.

Charge per person served/Not found	\$ 30 00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0 60 per mile
Mileage charge for City of Aitkin	\$ 1 00
Charge for Real Estate Sales	\$ 50 00
Mechanics Lien Sale	\$ 50 00 plus mileage
Cancelled real estate sale w/no notification	\$ 50 00
Redemption fee on redeemed real estate	\$ 250 00 plus \$30 00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45 00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20 00
Commission on Writ \$ Levied upon	\$ 0 05
Deputy Time	\$ 30 00 plus mileage

STORAGE FEES

Vehicle	\$ 10 00 per day
Boat	\$ 1 00 per foot, per day
Snowmobile	\$ 5 00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$50 per month for any portion of the month from In date through Out date

¹ If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Seizure and safety keeping property in receivers, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions

SHERIFF'S OFFICE (JAIL)

BOARDING OF PRISONERS

BOOKING FEE

20.00

FINGERPRINTING

10.00 for out of county

HUBER FEES

20.00 per day

JAIL NURSE

Co-pay	5.00
Medication Co Pay	5.00

PAY TO STAY

20.00 per day

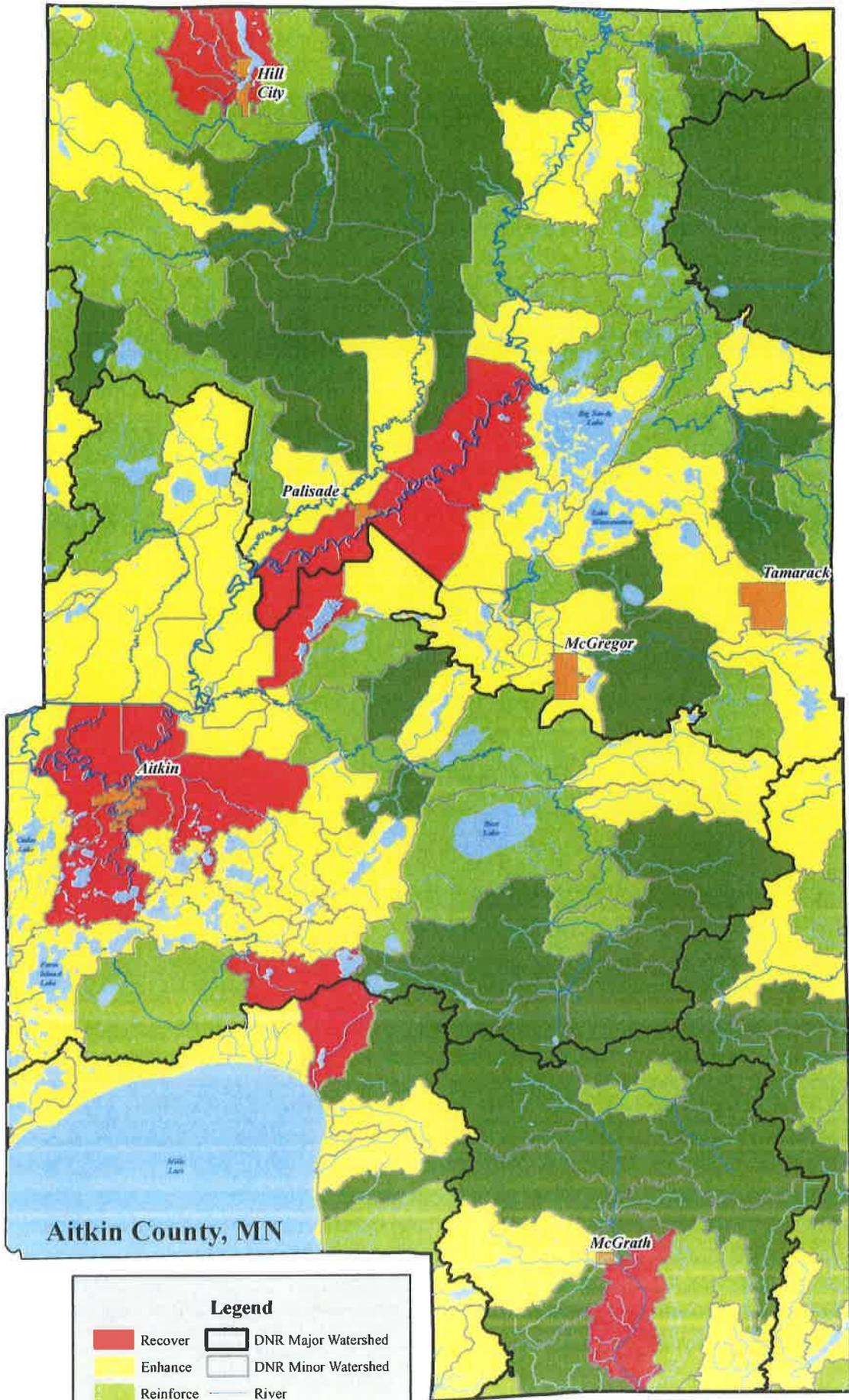
URINALYSIS

STS	
Huber	

TREASURER'S OFFICE

RESEARCH FEE	\$ 25 00 per hour
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TAX STATEMENTS - Duplicate	\$ 2 00
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- Analysis Criteria:
- 1) % of public land
 - 2) # of lakes
 - 3) % wetlands
 - 4) % residential
 - 5) Incorporated City
 - 6) % agricultural

Legend

 Recover	 DNR Major Watershed
 Enhance	 DNR Minor Watershed
 Reinforce	 River
 Vigilance	 Creek or Stream

Land use data used for analysis was USGS NLCD 2006.

3 1.5 0 3 6 9 12 Miles



Map prepared by Aitkin County GIS for graphic display purposes only

Date: 2/26/2014

AITKIN COUNTY BOARD OF COMMISSIONERS

Aitkin County Courthouse
217 Second Street N.W., Rm. 130
Aitkin, MN 56431
218-927-7276

June 5, 2014

Mr. Tom Melius
U.S. Fish and Wildlife Service
5600 American Blvd. West, Suite 990
Bloomington, MN 55437-1458

COPY

Dear Mr. Melius:

The Aitkin County Board of Commissioners would like to express our concerns regarding the U.S. Fish and Wildlife Service (FWS) proposed listing of the Northern Long-Eared Bat (NLEB) on the federal endangered species list. We understand that the proposed listing is due primarily to devastating population declines from white nose syndrome (WNS).

While Aitkin County recognizes the rationale for the NLEB listing, we are concerned that potential seasonal forest management restrictions resulting from the listing will have detrimental impacts to our local forest industry and forest dependent communities; and that these impacts will outweigh the potential benefits to the NLEB. We believe that due to our vast and diverse forests and our history of responsible forest management, a habitat management approach is a better means to maintain viable populations of forest dependant bats in our region than attempting to protect individuals.

Aitkin County manages over 221,000-acres of forestland in northern MN which provides diverse habitat for NLEB. Our annual timber harvest rate is 1.6% of our forestland; with less than 1/3 of that harvest occurring during the critical summer months. Therefore the risk of bat mortality resulting from timber harvesting is quite small. Our forestry practices retain structural elements (e.g. snags, cavity trees, riparian buffers) that are important habitat characteristics for NLEB. Our forestland has been third-party certified by the Forest Stewardship Council (since 1997) to independently verify sustainable harvest levels and ecologically-based forestry practices utilized to sustain forests and forest habitat.

Responsible forest management has not been shown to adversely impact forest dwelling bats, including NLEB. Aitkin County views forest bats as a beneficial species and we are committed to continuing forestry practices that enhance their habitat and maintain their populations in our County. We strongly recommend that the emphasis of NLEB protection should be on stopping the spread of WNS, not attempting to protect individual bats across millions of acres of forest in our region through unnecessary regulation.

Regards,


J. Mark Wedel - Chair
Aitkin County Board of Commissioners

CC: Senator Amy Klobuchar
Senator Al Franken
Congressman Rick Nolan

Aitkin County Historical Society
Depot Museum

P.O. Box 215
Aitkin, MN 56431
(218) 927-3348

June 4th, 2014

Aitkin County Court House
County Administrator
217 – 2nd Street N.W.
Aitkin, MN 56431

JUN 05 2014

Attn: County Administrator

Enclosed is the proposed 2015 budget for the Aitkin County Historical Society. The ACHS Board of Trustees approved this budget at their May 28th, 2014 Board of Directors meeting. Enclosed you will find a copy of our current financial assets.

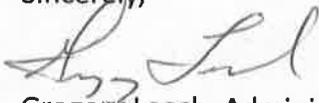
In 2015 we are asking for \$15,500.00 which is \$500.00 more than we have received during the past six years. The money received is used to help cover the costs of maintaining and running the Depot Museum and three other buildings. We are also asking that you continue to pay our Counties Trust Insurance.

In 2015 the Aitkin County Historical Society's yearly events and Depot Museum will impact over 5000 visitors from many states and foreign countries. During 2013 4,894 people from 37 U.S. States, 193 Minnesota Communities and 10 foreign countries visited our museum. Our new web site: www.aitkincohs.org has 500 to 600 visitors each month. Our growing and expanding research department is attracting inquiries from all over the United States and Europe. All of our visitors help support the businesses of Aitkin and Aitkin County.

As stated in our mission statement we collect, preserve and disseminate the history of Aitkin County. Most of our work is accomplished by dedicated volunteers. Our museum displays attract people to the Aitkin area and these people do spend money in the Aitkin area.

We are truly thankful for your support in 2014 and would appreciate your continued support of our operation in 2015.

Sincerely,



Gregory Leach, Administrator
Aitkin County Historical Society

CC: Aitkin County Board of Commissioners
Kirk Peysar, County Auditor

Approved 2015 BUDGET

REVENUE	2015	2014
Membership	\$ 4,000.00	\$ 4,000.00
Door Donations	\$ 1,500.00	\$ 1,500.00
Interest Earned	\$ 1,500.00	\$ 1,500.00
Aitkin County Appropriation *	\$ 15,500.00	\$ 15,000.00
Museum Store Sales *	\$ 4,000.00	\$ 3,500.00
Garage Sale	\$ 6,500.00	\$ 6,500.00
Aitkin Rendezvous	\$ -	\$ -
Raffle	\$ 2,500.00	\$ 2,500.00
Cookie Walk	\$ 1,000.00	\$ 1,000.00
Townships & Cities	\$ 2,000.00	\$ 2,000.00
Donations & Memorials	\$ 2,000.00	\$ 2,000.00
TOTAL REVENUE	\$ 40,500.00	\$ 39,500.00

EXPENSES

Administrators Salary *	\$ 15,480.00	\$ 15,000.00
Payroll Benefit - employer *	\$ 1,180.00	\$ 1,150.00
Mileage	\$ 700.00	\$ 700.00
Utilities	\$ 3,000.00	\$ 3,000.00
Telephone	\$ 1,200.00	\$ 1,200.00
Natural Gas	\$ 5,000.00	\$ 5,000.00
Office Supplies & Equipement	\$ 1,500.00	\$ 1,500.00
Janitorial Services & Supply	\$ 1,000.00	\$ 1,000.00
Rentals: Booths & Boxes	\$ 700.00	\$ 700.00
Postage	\$ 1,300.00	\$ 1,300.00
Trash Removal	\$ 150.00	\$ 150.00
Advertising	\$ 1,300.00	\$ 1,300.00
Society Memberships	\$ 200.00	\$ 200.00
Educational Activities Fund	\$ 200.00	\$ 200.00
Maintenance	\$ 1,000.00	\$ 1,000.00
Museum Store	\$ 1,750.00	\$ 1,750.00
Collections/Archival	\$ 1,000.00	\$ 1,000.00
Museum Displays *	\$ 1,000.00	\$ 710.00
Volunteer Expense *	\$ 340.00	\$ 140.00
Capital Improvement	\$ 1,000.00	\$ 1,000.00
Fire Protection	\$ 300.00	\$ 300.00
Accountant Fees	\$ 1,200.00	\$ 1,200.00
TOTAL EXPENSES	\$ 40,500.00	\$ 39,500.00

Aitkin County Historical Society
As of May 24, 2013

Current Assets	Amount	Purpose	yrs	Maturity	Percent
Bremer Bank					
Bremer Bank Checking	\$ 32,528.33				
Capital Campaign Fund Drive	\$ 2,441.95	Land Purchase - Dedicated			
Petty Cash	\$ 25.00				
Cash on Hand	\$ 100.00				
Franklin Templeton Investments	\$ 20,659.63	Endowment - interest only use			
Investment Centers of America	\$ -	Book Account			
Members Cooperative					
MCCU Capital Fund CD #427775	\$ -	Placed into money market acct.		2/22/2012	
Members Coop-CD #5366562004	\$ -	Transferred to Savings 8/17/2010			
Members Coop-CD #5366562005	\$ 12,738.53	Capital Improvement Fund	2 yr.	10/27/2013	1.29%
Members Coop-Savings	\$ 491.71	4,000 to Bremer Bank Checking			0.10%
Members Money Market Acct.	\$ 31,241.35	Money Raised For Land Purchase			0.30%
Peoples National Bank					
Peoples National Bank CD	\$ 6,226.75	Endowment - interest only use	1 yr.	May 30th	0.50%
Security State Bank - CD #42085	\$ 14,087.96	Caboose fund	2 yr.	9/7/2015	0.65%

Total Assets \$ 120,541.21

- Bremer Checking Account
- \$7,000.00 Grant for school book
 - \$5,325.00 Grant for Blast furnace
 - \$13,186.00 Memorial

Check book balance - \$7,017.33



Office of the Commissioner

1450 Energy Park Drive Suite 200 • St. Paul MN, 55108
PH 651-361-7200 • Fax 651-642-0223 • TTY 800-627-3529
www.doc.state.mn.us

May 19, 2014

COPY

MAY 30 2014

J. Mark Wedel, Chair
Aitkin County Board of Commissioners
Aitkin County Courthouse
217 Second Street N. W., Room 130
Aitkin, MN 56431

Dear Chair Wedel:

Thank you for copying me on your April 30, 2014, letter to Governor Mark Dayton regarding funding for community corrections. As a former community corrections director, I understand the importance of community supervision and the role counties play in keeping the prison population down.

The Department of Corrections is committed to working with community partners, the Minnesota Association of Community Corrections Act Counties (MACCAC) and the Minnesota Association of County Probation Officers, to develop a funding structure which will benefit all groups, as well as the citizens of the State of Minnesota.

Attached is the April 17, 2014, letter sent to MACCAC responding to their concerns and emphasizing my willingness to resolve this very important issue.

I am hopeful we can work together before the next legislative session to address this issue. I look forward to your input. Please contact my office if you have further concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Roy".

Tom Roy
Commissioner

Attachment

C: Office of Governor Mark Dayton



Office of the Commissioner

1450 Energy Park Drive Suite 200 • St. Paul MN, 55108
PH 651-361-7200 • Fax 651-642-0223 • TTY 800-627-3529
www.doc.state.mn.us

April 17, 2014

Kay Arola, Director
Arrowhead Regional Corrections
MACCAC President
Room 319 Courthouse
100 North Fifth Avenue West
Duluth, MN 55802

Dear Directors:

I am in receipt of your letter of April 3, 2014. With this letter and because of our continued conversations in this regard, I am keenly aware of your concerns and frustrations.

Rather than rehash specifics, I would rather focus on the upcoming "real session" and assure you that we will be fully engaged in dialogue with you to develop a proposal that is palatable to all and has the opportunity to be fully vetted with the Governor, Minnesota Management and Budget (MMB), committee leadership and research staff. As commissioner, I have observed that proposals that have major budget impacts for a single department are placed in the "big picture" state budget at levels far above me, and sometimes without the same priority. I march to drummers that might not be apparent to your eyes.

Also, as I have said numerous times, this year's "unsession" did not lend itself to a proposal of this nature which would have major state budget implications for many years to come. The next session should provide a much better opportunity for all parties to explore those implications and be fully informed with all available numbers and analysis. For instance, this week we ran some rough numbers using the elements of the proposal and have found that a contract settlement of 2.5-3% for state probation officers (500,000 dollars) would require a total appropriation for community supervision (all counties under the proposal) at 2.25 million dollars. This is not a trivial amount and this is the type of information that state policy makers need to consider when looking at this issue, and as they ponder other local government aid.

I sense your urgency and will commit to working closely with you and the county directors in preparation for the next session.

Regards,

A handwritten signature in black ink, appearing to read "Tom Roy", written over a horizontal line.

Tom Roy
Commissioner

C: Ryan Erdman, AMC

**STATEMENT OF BUSINESS TRANSACTED IN
OFFICE OF COUNTY RECORDER, AITKIN COUNTY
DURING May 2014
DEPOSIT OF CHECK OR CASH \$ 22,291.50 TO AITKIN CO TREASURER**

NATURE OF BUSINESS TRANSACTED	AMOUNT OF FEES RECEIVED
UCC	0
NOTARY	20
NOTARY SURCHARGE	9.2030 Expired 8/1/10
TORRENS	26
TORRENS ASSURANCE	*** 9.2031 3
COUNTY GENERAL FUND	5858
STATE GENERAL FUND	*** 9.2036 4263
RECORDER TECH FEE	4060
UNALLOCATED	4466
STATE WELL CERT.	*** 9.2027 680
COUNTY WELL CERT	120
AMENDED DEATH BIRTH CERTIFICATES	40
CHILDREN'S SURCH.	*** 9.2024 48
BIRTH/DEATH SURCH. (64/428)	*** 9.2022 492
DEATH CERT.	368
2010 LEG. SURCH 144.226 SUBD 3 (b)	*** 160
COPIES & C/COPIES	1543.5
TOTAL	22291.5

**WORK DONE FOR VARIOUS COUNTY AGENCIES
FOR WHICH NO PAYMENT WAS RECEIVED**

RECORDING HONORABLE DISCHARGES	0
AITKIN COUNTY	92
AITKIN CO ROAD & BRIDGE	0
OTHERS	0
TOTAL	92

AITKIN, MN May 30 , 2014

*Diane M. Dafferty Co Recorder
by Ade C Hoppe, deputy*

ZIP	407
YEAR TO DATE	1816
PREVIOUS YEAR	\$30615.05

Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: June 10, 2014

Name	Please check the boxes that apply.			Company Representative – please list.
	Aitkin County Citizen	Aitkin County Employee		
MIKE GELB	✓			NONE
DENNIS HROUNTSUB	yes			NONE
BOB ALONZIOTTI	✓			MYSELF
Brenda Butterfield	✓	✓		
Penny Harms	✓	✓		
Alex MORIARTY		✓		RECORDER'S OFFICE
Charlie MAKIDON				VETERANS
Laura Hoobers-Mell				
David KOPANK	YES			
Janice GAVENHUI	y			Aitkin Hgco