

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 13, 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**
  - E) **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 April 22, 2014 – May 13, 2014**
  - B) **Approve 4/22/14 County Board Minutes**
  - C) **Approve Annual Brat Sale – Persian Gulf Support Group**
  - D) **Information Only – Bike to Work Day**
  - E) **Approve April Manual Warrants**
  - F) **Approve 3.2 Malt Liquor License – Sherwood Forest**
  - G) **Approve Temporary On Sale Wine License – Sherwood Forest**
  - H) **Approve Temporary Consumption & Display Permit – Sherwood Forest**
  - I) **Set Date for Public Meeting – Classification of County Tax-Forfeited Lands**
  - J) **Adopt Updated Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act**
  - K) **Set Date for Public Hearing - Adopt Countywide Fee Schedule**
  - L) **Adopt Resolution – Form LG220 Evergreen PAC A.T.V Club**
  - M) **Adopt Resolution – Snowmobile/Ski Trail Funding**
- 9:05 3) **Roxy Traxler, Interim County Administrator**
- A) **High Water Plan - Gordon Prickett, Aitkin County Rivers and Lakes Association**
- 9:20 4) **John Welle, County Engineer**
- A) **County Ditch 4/38 Partial Abandonment Petition**
- 9:45 5) **Roxy Traxler, Interim County Administrator**
- A) **Approve Personnel Committee Recommendation**
    - 1. **Adopt Updated Job Descriptions and Classification List**
  - B) **Approve Personnel Committee Recommendations**
    - 1. **Amend County Administrator Job Description**
    - 2. **Create 2 Case Aide Positions and Eliminate 2 Corresponding Office Support Specialist Positions**
    - 3. **Amend Non-Union Part-time Employee Benefit Accrual**
  - C) **Adopt Resolution – McGregor Airport Joint Airport Zoning Board**

- D) Approve Motor Pool Vehicle Purchase
- E) Discussion – Shared Assessor Concept Update
- F) Discussion - Board Agenda Policy

11:15 6) Board Discussion  
 Mark Wedel – Historical Society, Aitkin Airport, Personnel, Facilities  
 Laurie Westerlund – HRA-Aitkin, Park Board, H&HS, CJI  
 Don Niemi – Economic Development  
 Brian Napstad – JCNRB, Facilities  
 Anne Marcotte – Economic Development, Personnel, H&HS

12:00 Lunch

1:00 7) Dave Unmacht, Springsted Inc.  
 A) County Administrator Selection Process – Interviews

<b>Tuesday, May 13, 2014</b>			
<b>Candidate</b>	<b>County Board</b>	<b>Department Heads</b>	
<b>Briefing</b>	<b>1:00 – 1:30 p.m.</b>	<b>County Board and Department Heads</b>	
Nathan Burkett	1:30 – 2:30 p.m.	2:30 – 3:30 p.m.	
Jeff Cadwell	2:30 – 3:30 p.m.	3:30 – 4:30 p.m.	
Greg Pruszinske	3:30 – 4:30 p.m.	1:30 – 2:30 p.m.	
<b>Discussion</b>	<b>4:30 – 5:30 p.m.</b>	<b>County Board and Department Heads</b>	

5:30 Adjourn

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of April, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Anne Marcotte, Brian Napstad, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve the April 22, 2014 amended agenda. Items 2L) Acknowledge First Quarter Revenue & Expenditures Report; 2M) Acknowledge First Quarter Investment Report; 2N) Approve Policy Update, Section 5.1, Group Insurance and Affordable Care Act Policy; and 2O) Approve Policy Update, Section 5.5, Family and Medical Leave Policy were pulled off the consent agenda and placed on the regular agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
April 22, 2014**

**I. Attendance**

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of April, 2014, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; Amy Wyant, Public Health Educator; Jessi Schultz, Social Worker; and guests; Darlene Hlidek, H&HS Advisory Committee Member; and Nancy Sauerbrei, Aitkin Independent Age; Marissa Skuza & William Haroldson, Greater Lakes Assn. of Realtors; Roberta Elvecrog and Bob Harwarth, citizens.

**II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda as mailed/posted.

**III. Review March 25, 2014 Health & Human Service Board Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the March 25, 2014, Health & Human Services Board Meeting Minutes.

**IV. Review Bills**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the Bills as presented this date.

**V. General/Miscellaneous Information**

**A. Purchase of ApplicationXtender Connector Software - \$3,100 – Tom Burke**

Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the purchase of the ApplicationXtender Connector Software.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH & HUMAN  
SERVICES BOARD**

	<p><b>B. Employee (Jessica Schultz) Request for Leave of Absence – Tom Burke</b>          Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve the Leave of Absence for Jessica Schultz for her MSW field placement from August 25, 2014 to December 12, 2014.</p>	
<p><b>VI. FYI:</b></p>	<p><b>A. DHS Letter Commending Staff from Commissioner Lucinda Jesson -</b>          Commissioner Wedel noted that H&amp;HS staff have consistently achieved 100% performance in meeting DHS Human Service financial reporting for many consecutive years and commended the staff for their excellent work.</p> <p><b>B. MnCFSR Onsite Review Instrument ICWA Addendum -</b> Tom Burke noted that this document is included to respond to questions from previous meetings. Discussion ensued with respect to the difference between non-substantial and substantial child endangerment.</p>	
<p><b>VII. Administrative Reports:</b></p>	<p><b>A. Financial &amp; Transportation Reports –</b> Kathy Ryan discussed the Transportation Report noting that taxi service for one specific situation has been corrected so it can now be billed. She noted that the Foster Care Report is up due to no bill being submitted last month which therefore meant a double bill coming out of this month along with an increase in placements this past month. She also noted that on the Financial Report we are still waiting for the 4<sup>th</sup> quarter revenue to come in.</p> <p><b>B. PH Community Assessment –</b> Erin Melz / Amy Wyant - See attached PowerPoint Slides for Five Parts of the Local Public Health Assessment and Plan that Erin Melz reviewed with the Board and additional handouts from Amy Wyant discussing the Aitkin County Community Health Summit to be held at Long Lake Conservation Center on June 9, 2014. On a separate note, Amy Wyant discussed the upcoming "Bike to Work Day" on Thursday, May 29<sup>th</sup>. Amy also gave a brief overview of her SHIP presentation noting we are known as "Healthy Northland".</p>	
<p><b>VIII. Committee Reports from Commissioners</b></p>	<p><b>A. H&amp;HS Advisory Committee –</b> Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Darlene Hlidek Draft minutes of the April 2, 2014 meeting. Darlene Hlidek noted that the Committee is working on measurable Goals and Objectives and also setting up presentations for the remainder of the year.</p> <p><b>B. AEOA Committee Updates -</b> Commissioner Niemi noted that the weather prevented him from attending the most recent meeting although he did receive a packet of information following that meeting. He will get additional information to share with the Board at a later date.</p> <p><b>C. NEMOJT Committee Updates –</b> Commissioner Napstad noted there has not been a meeting since his last report.</p> <p><b>D. CJI (Children’s Justice Initiative) –</b> Commissioner Westerlund was on jury duty and unable to attend the last meeting. Sue Tange noted that the judge was not able to attend so their meeting was very short with nothing specific to report.</p> <p><b>E. Lakes &amp; Pines Update –</b> Commissioner Niemi noted that he did not attend</p>	

the last meeting.

**Next Health & Human Services Board Meeting – May 27, 2014**

Break: 10:28 a.m. to 10:42 a.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: April 8, 2014 – April 21, 2014; B) Approve County Board Minutes: April 8, 2014; C) Approve March Manual Warrants: General Fund \$22,957.86, Road & Bridge \$80,495.38, Health & Human Services \$3,418.26, State \$21,172.76, Trust \$332.24, Taxes & Penalties \$117.88, Long Lake Conservation Center \$968.66, Parks \$253.50 for a total of \$129,716.54; D) Approve Commissioner Warrants: General Fund \$131,083.17, Road & Bridge \$34,330.93, Special Revenue \$434.19, Health & Human Services \$1,577.95, State \$555.00, Trust \$14,226.75, Forest Development \$2,148.81, Long Lake Conservation Center \$8,412.08, Parks \$3,079.23 for a total of 195,848.11; E) Approve Auditor Warrants – March Sales & Use Tax: General Fund \$628.00, Road & Bridge \$1,190.83, State \$5,232.00, Long Lake Conservation Center \$139.23, Parks \$38.39 for a total of \$7,228.45; F) Approve Resolution – MnDOT Agreement No. 01472-1, Amendment No. 1; G) Approve Resolution – The Red Door Resort & Motel On-Sale Wine License; H) Approve 3.2 Malt Liquor License – The Red Door Resort & Motel; I) Approve Resolution – McGregor Lions Club Form LG214; J) Approve 3.2 Malt Liquor License – Hidden Meadows; K) Approve 3.2 Malt Liquor Licenses

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following resolution – MnDOT Agreement No. 01472-1, Amendment No. 1:

**WHEREAS**, the intersection of U.S. Hwy 169 and Aitkin County State-Aid Highway 28 has been identified by the Minnesota Department of Transportation for installation of an Intersection Conflict Warning System, and

**WHEREAS**, the Minnesota Department of Transportation has proposed Agreement No. 01472-1, Amendment No. 1 to facilitate construction and operation of this system.

**NOW, THEREFORE, BE IT RESOLVED** that Aitkin County enter into Agreement No. 01472-1, Amendment No. 1 with the Minnesota Department of Transportation to provide electrical energy for the new Intersection Conflict Warning System at the intersection of U.S. Hwy 169 and Aitkin County State-Aid Highway 28.

**BE IT FURTHER RESOLVED** that the Aitkin County Engineer is hereby authorized to execute this Agreement and amendments to the Agreement.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – The Red Door Resort & Motel On-Sale Wine License:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following On-Sale Wine license for a period ending December 31, 2014:

**HHS BOARD  
ADJOURNED**

**BREAK**

**REGULAR BOARD  
RECONVENED**

**CONSENT  
AGENDA**

**RESOLUTION  
042214-028  
MNDOT  
AGREEMENT  
NO. 01472-1,  
AMENDMENT NO. 1**

**RESOLUTION  
042214-029**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort & Motel** – Wealthwood Township  
 This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following **3.2 Malt Liquor License** for a period **ending April 30, 2015**.

**ON & OFF Sale:**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort & Motel** – Wealthwood Township  
 This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – McGregor Lions Club Form LG214:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the McGregor Lions Club, at Minnesota National Golf Course – Workman Township. This establishment has an address of 23247 480<sup>th</sup> Street, McGregor, MN 55760

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to consent to the issuance of the following 3.2 Malt Liquor License applied for in the within application for a period ending April 30, 2015.

**ON Sale:**

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

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following **3.2 Malt Liquor Licenses** for a period **ending April 30, 2015**.

**OFF Sale:**

Almar Holdings LLC, d/b/a **(The) Junction** – Hazelton Township

**ON Sale:**

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

Jacobson Community Volunteer Fire Dept, d/b/a **Jacobson Volunteer Fire Dept** – Ball Bluff Township

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

**THE RED DOOR  
 RESORT & MOTEL  
 ON-SALE WINE  
 LICENSE**

**3.2 MALT LIQUOR  
 LICENSE – THE  
 RED DOOR  
 RESORT & MOTEL**

**RESOLUTION  
 042214-030  
 MCGREGOR LIONS  
 CLUB FORM LG214**

**3.2 MALT LIQUOR  
 LICENSE – HIDDEN  
 MEADOWS,  
 UNORG 48-27  
 TOWNSHIP**

**3.2 MALT LIQUOR  
 LICENSES**

**ON & OFF Sale:**

Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township

Rae Ann Halverson, d/b/a **Cajun Queen** – Shamrock Township

Roxy Traxler, Interim County Administrator reviewed the First Quarter Revenue & Expenditures Report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to acknowledge the report.

Lori Grams, Treasurer reviewed the First Quarter Investment Report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to acknowledge the report.

Bobbie Danielson, Human Resources Manager discussed the proposed updates to Section 5.1 Group Insurance and Affordable Care Act Policy with the Board. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the policy updates.

Bobbie Danielson, Human Resources Manager discussed the proposed updates to Section 5.5 Family and Medical Leave Policy with the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the policy updates.

Terry Neff, Environmental Services Director presented the proposed SSTS Ordinance to the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to accept additional amendments to 5.61, 5.62, 5.63, and 9.9 as outlined in handouts. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to amend the proposed ordinance to indicate it is "to comply with State mandates and to provide minimum standards." Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended resolution – Aitkin County Subsurface Sewage Treatment System Ordinance:

**WHEREAS**, the purpose of the Subsurface Sewage Treatment Systems Ordinance is to comply with State mandates and to provide minimum standards, and

**WHEREAS**, in accordance with Minnesota Statutes 375.51 and 394.26, a public hearing was held at the April 7, 2014 Aitkin County Planning Commission meeting to consider adoption of the Aitkin County Subsurface Sewage Treatment System Ordinance.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners of Aitkin County, Minnesota, adopts the Aitkin County Subsurface Sewage Treatment System Ordinance, effective May 1, 2014.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to ratify the 2014-2016 Teamsters Licensed Essential Unit Collective

FIRST QUARTER  
REVENUES &  
EXPENDITURES  
REPORT

FIRST QUARTER  
INVESTMENT  
REPORT

SECTION 5.1  
GROUP  
INSURANCE AND  
AFFORDABLE  
CARE ACT POLICY  
UPDATE

SECTION 5.5  
FAMILY AND  
MEDICAL LEAVE  
POLICY UPDATE

RESOLUTION  
042214-031  
AITKIN COUNTY  
SUBSURFACE  
SEWAGE  
TREATMENT  
SYSTEM  
ORDINANCE

2014-2016  
TEAMSTERS  
LICENSED  
ESSENTIAL UNIT

# AITKIN COUNTY BOARD

April 22, 2014

Bargaining Agreement and to authorize the Chairperson, Interim County Administrator, and Human Resources Manager to sign.

**COLLECTIVE  
BARGAINING  
AGREEMENT**

The Board reported on the following:

**BOARD  
DISCUSSION**

Commissioner Brian Napstad

- **No updates**

Commissioner Don Niemi

- **ECRL**
- **ARDC**

Commissioner Anne Marcotte

- **FAC**
- **Regional Leadership Team**

Commissioner Laurie Westerlund

- **CMCC**
- **CHS**
- **DAC**
- **Park Board**

Commissioner Mark Wedel

- **EDA**
- **CMCC**
- **Sobriety Court**
- **TZD**
- **Regional Leadership**

Commissioner Napstad clarified that the VanderMey property issue scheduled to be on today's agenda had been delayed because he had been asked to attend a Wetland Mitigation meeting the same day. The Board consensus was that he needed to attend that meeting. Last Friday he received an email notifying him the Wetland Mitigation meeting had been postponed, so he was able to attend today's Board meeting after all.

**VANDERMEY  
PROPERTY**

Commissioner Westerlund left at 12:01 p.m.

**WESTERLUND  
LEFT**

Roxy Traxler, Interim County Administrator reported to the Board that three final candidates have been selected to interview for the County Administrator position at the May 13th Board meeting.

**COUNTY  
ADMINISTRATOR  
SEARCH UPDATE**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:04 p.m. until Tuesday, May 13, 2014 at 9:00 a.m.

**ADJOURN**

\_\_\_\_\_  
J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-23-14

Via: Roxy Traxler, Interim County Administrator

From: Sue Bingham, Administrative Assistant

Title of Item:

Annual Brat Sale

Requested Meeting Date: 5-13-14 Estimated Presentation Time: n/a

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

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

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

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

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- 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: Sue Bingham, Administrative Assistant**

**RE: Annual Brat Sale**

**DATE: April 23, 2014**

The Persian Gulf Support Group requests Board approval to use the Aitkin County Courthouse lawn for their annual brat sale on Friday, May 23, 2014. The brat sale will be held from 11:00 a.m. to 1:00 p.m. with additional time for set-up and tear-down before and after.

Motion requested: Authorization for the Persian Gulf Support Group to hold their annual brat sale on the Courthouse lawn on Friday, May 23, 2014 from 11:00 a.m. to 1:00 p.m.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 4-29-14

Via: Roxy Traxler, Interim County Administrator

From: Tom Burke / Amy Wyant

Title of Item: Sample Packet for "Bike to Work" Day 2014

Requested Meeting Date: 5-13-14      Estimated Presentation Time: \_\_\_\_\_

Presenter: Tom Burke or Amy Wyant

**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) As follow-up to questions asked at H&HS Board Meeting April 22, 2014.**
- 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) Sample Packet for "Bike to Work" Day 2014 - 1 copy to circulate**

**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)**



GET YOUR WORKOUT BEFORE YOU GET YOUR WORK IN.

THURSDAY, MAY 29, 2014

AITKIN, MINNESOTA

Commuter: Sample

Employer: \_\_\_\_\_

**Informational Package #1**

**ASAP:** Please email your t-shirt size: Adult S, M, L, XL to Amy M. Wyant at [amy.wyant@co.aitkin.mn.us](mailto:amy.wyant@co.aitkin.mn.us)

**This package contains:**

Share the Road brochure from MN DOT

Share the Road pocket guide from MN DOT

MN Bicycle Laws from MN DOT

Healthy Northland flyer

City of Aitkin Walking Trail brochure

Helmets for sale informational flyer

BEANERY BIKE BINGO card-[find instructions on the event website-Bike Bingo tab.]

[www.co.aitkin.mn.us/BikeToWorkDay/BTW-home.html](http://www.co.aitkin.mn.us/BikeToWorkDay/BTW-home.html)

BICYCLE SAFETY IS  
A TWO-WAY STREET

**Bicycling Is Safer and More Enjoyable When  
Bicyclists and Motorists Follow the Rules**

Whether bicyclists are riding for pleasure or to commute to work, biking is a safe and legal way to travel on Minnesota's roadways. Failing to yield the right-of-way and obey traffic control devices are major factors in collisions between bicyclists and motorists.

**Contributing Factors in Bicycle Collisions**

**TOP FACTORS ATTRIBUTED TO BICYCLISTS**

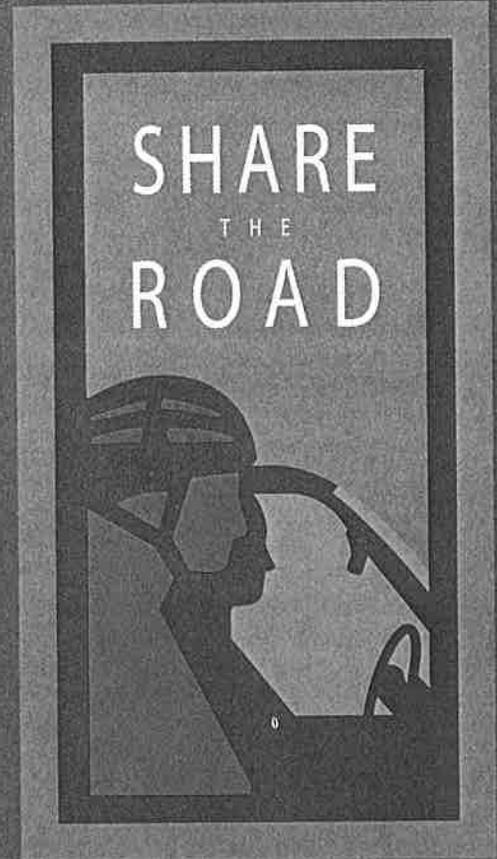
- Failure to yield right-of-way
- Inattention/distraction
- Disregard traffic control device
- Improper/unsafe lane use

**TOP FACTORS ATTRIBUTED TO MOTORISTS**

- Failure to yield right-of-way
- Driver inattention/distraction
- Vision obscured

Source: Minnesota Department of Transportation, 2002

To learn more about bicycle safety in Minnesota, visit  
[www.sharetheroadmn.org](http://www.sharetheroadmn.org)



MINNESOTA DEPARTMENT  
OF TRANSPORTATION

STATE NON-MOTORIZED  
TRANSPORTATION  
ADVISORY COMMITTEE

[www.sharetheroadmn.org](http://www.sharetheroadmn.org)

# EIGHT RULES OF THE ROAD THAT SAVE LIVES AND REDUCE INJURIES

Minnesota's streets, roads and highways provide transportation for a variety of vehicles – cars, trucks, motorcycles and, yes, bicycles. By following eight rules of the road, bicyclists and motorists can share the road more safely and enjoyably. After all, bicycle safety is a two-way street.



Bicyclists may ride on all Minnesota roads, except where restricted.

Bicyclists have all the same rights and responsibilities as motor vehicles, including the right to operate in a traffic lane.



Bicyclists should ride on the road, and must ride in the same direction as traffic.

It's illegal and unsafe for bicyclists to ride against (facing) traffic.



Motorists must at all times maintain a three-foot clearance when passing a bicyclist.

When a motorist is overtaking a bicyclist, the bicyclist has the right-of-way.



Bicyclists must obey all traffic control signs and signals, just as motorists.

Plain and simple – it's the law. Motorists and bicyclists must follow the traffic rules, such as stopping at stop signs and traffic lights.



Bicyclists and motorists must yield the right-of-way to each other.

Among the most common causes of bicycle-motor vehicle collisions is the failure of bicyclists and motorists to yield the right-of-way to each other.



Bicyclists must signal their turns and should ride in a predictable manner.

Bicyclists must use proper hand signals when turning left or right, or changing lanes.

Riding predictably means riding in a more or less straight line, avoiding abrupt swerving motions.



Bicyclists must use a headlight and rear reflectors when it's dark. To increase visibility, add a rear flashing light.



Bicyclists should always wear helmets. Properly fitted helmets save lives and reduce injuries.



healthy northland  
STATEWIDE HEALTH IMPROVEMENT PROGRAM

Healthy Northland is building healthy, vital communities in Northeast Minnesota.



**Parking**

- Parking on a sidewalk is OK unless locally restricted, but don't impede normal movement of pedestrians and other traffic. (169.222, s. 9)
  - Parking on a roadway where obstruct movement of legally parked motor vehicles. (169.222, subd. 9)
- Sidewalks**
- Yield to pedestrians on sidewalks and in crosswalks. (169.222, s. 4)
  - Call-out or ring a bell when passing a pedestrian on a sidewalk or trail. (169.222, subd. 4)
  - Don't ride on sidewalks in business districts unless locally permitted. (169.222, subd. 4)

**Affirmative Defense**

- If charged with entering or crossing an intersection against a red light, a bicyclist has an affirmative defense if the bicyclist can establish all of these conditions:
  - the bicycle has been brought to complete stop;
  - the traffic-control signal continues to show red for an unreasonable time and appears to not be working, or has failed to detect the bicycle if programmed or engineered to do so; and
  - no motor vehicle or person is approaching on the cross street or highway or is so far away from the intersection that it does not constitute an immediate hazard. (169.06, subd. 9)

**Electric-assisted bicycles**

- An electric-assisted bicycle with pedals and a motor that can't go faster than 20 mph is considered a bicycle under state law; all relevant bicycle laws apply. (169.011 s. 4.27)
- You must be at least 15 years old to operate an electric-assisted bicycle. (169.222, subd. 6b)

**Additional Resources:**

- **Unabridged Minnesota Laws**  
[www.revisor.mn.gov](http://www.revisor.mn.gov)
- **Share the Road**  
[www.sharetheroadmn.org](http://www.sharetheroadmn.org)
- **Dept. of Public Safety, Traffic Safety**  
[www.dps.state.mn.us/tols](http://www.dps.state.mn.us/tols)
- **Pedal Minnesota - The Bike-Friendly State**  
[www.pedalmn.com](http://www.pedalmn.com)
- **Bicycle Alliance of Minnesota**  
[www.bikemn.org](http://www.bikemn.org)

8/2012

**A POCKET GUIDE TO MINNESOTA BICYCLE LAWS**



[www.dot.state.mn.us/bike](http://www.dot.state.mn.us/bike)



[www.mnsbac.org](http://www.mnsbac.org)

**SHARE ROAD**

MINNESOTA DEPARTMENT OF TRANSPORTATION  
STATE NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE  
[www.sharetheroadmn.org](http://www.sharetheroadmn.org)

The following is an abridged summary of Minnesota State laws that pertain to bicycles and can be used as a reference by cyclists and others who need to know the laws.

### Minnesota Bicycle Laws

Minnesota Statutes  
Sections 169 (abridged)

#### Riding

- Bicyclists have all rights/duties of any other vehicle driver; obey all traffic control signs and signals that motorists must obey (169.222, subd. 1)
- On trails and bike paths that cross roadways, obey all stop signs and warning devices. (169.222, subd. 1)
- Carry only the number of persons on a bicycle for which it is designed and equipped. Exceptions include

- legal baby seats and seats attached to the bike operator. (169.222, subd. 2)
- Don't hitch a bicycle to another vehicle for a ride. (169.222, subd. 3)
- On roadways, ride in the same direction as traffic. (169.222, subd. 4)
- Ride as close as practicable to right hand curb or edge of roadway, except when passing a vehicle moving in same direction, when preparing to turn left at an intersection or into a private driveway, or when necessary to avoid conditions (such as objects, surfaces, hazards) that make it unsafe to ride close to the right. (169.222, subd. 4)

- Ride two abreast only if not impeding normal and reasonable traffic flow. (169.222, subd. 4)
- When passing a bicyclist or person on a bikeway, maintain a safe distance from the bicycle or person being passed. (169.222, subd. 4)
- Don't carry anything that prevents the operator from holding the handlebars with at least one hand or from properly operating brakes. (169.222, subd. 5)

#### Equipment

- In dark or dim light, always use a white front lamp and a red rear reflector or lamp; lamps may flash. Use enough reflective materials on each side of the bicycle or its operator to be seen by drivers of motor vehicles. (169.222, s. 6)

#### Turning

- Hold arm signal continuously for 100' before turning or when stopped waiting to turn, unless arm is needed to control bike. (169.222 s. 8)
- Use left arm to signal turns. When turning right, holding right arm straight out to right is also OK. (169.19, subd. 8)

The following is an abridged summary of Minnesota State laws that pertain to bicycles and can be used as a reference by cyclists and others who need to know the laws.

### Minnesota Bicycle Laws

Minnesota Statutes  
Sections 169 (abridged)

#### Riding

- Bicyclists have all rights/duties of any other vehicle driver; obey all traffic control signs and signals that motorists must obey (169.222, subd. 1)
- On trails and bike paths that cross roadways, obey all stop signs and warning devices. (169.222, subd. 1)
- Carry only the number of persons on a bicycle for which it is designed and equipped. Exceptions include

- legal baby seats and seats attached to the bike operator. (169.222, subd. 2)
- Don't hitch a bicycle to another vehicle for a ride. (169.222, subd. 3)
- On roadways, ride in the same direction as traffic. (169.222, subd. 4)
- Ride as close as practicable to right hand curb or edge of roadway, except when passing a vehicle moving in same direction, when preparing to turn left at an intersection or into a private driveway, or when necessary to avoid conditions (such as objects, surfaces, hazards) that make it unsafe to ride close to the right. (169.222, subd. 4)

- Ride two abreast only if not impeding normal and reasonable traffic flow. (169.222, subd. 4)
- When passing a bicyclist or person on a bikeway, maintain a safe distance from the bicycle or person being passed. (169.222, subd. 4)
- Don't carry anything that prevents the operator from holding the handlebars with at least one hand or from properly operating brakes. (169.222, subd. 5)

#### Equipment

- In dark or dim light, always use a white front lamp and a red rear reflector or lamp; lamps may flash. Use enough reflective materials on each side of the bicycle or its operator to be seen by drivers of motor vehicles. (169.222, s. 6)

#### Turning

- Hold arm signal continuously for 100' before turning or when stopped waiting to turn, unless arm is needed to control bike. (169.222 s. 8)
- Use left arm to signal turns. When turning right, holding right arm straight out to right is also OK. (169.19, subd. 8)

## Learn more about:



### Active Living

Be active – walk, swim, bike, play, 30-60 minutes every day!

### Healthy Eating

Healthy food can be affordable, delicious, and simple to prepare!



### Clinical Care

Connecting clinics and communities to promote health for all.

### Tobacco Free Living

Be tobacco free where you live, learn, work, and play.



### Healthy Community Resources

You can help make your community a healthy place!



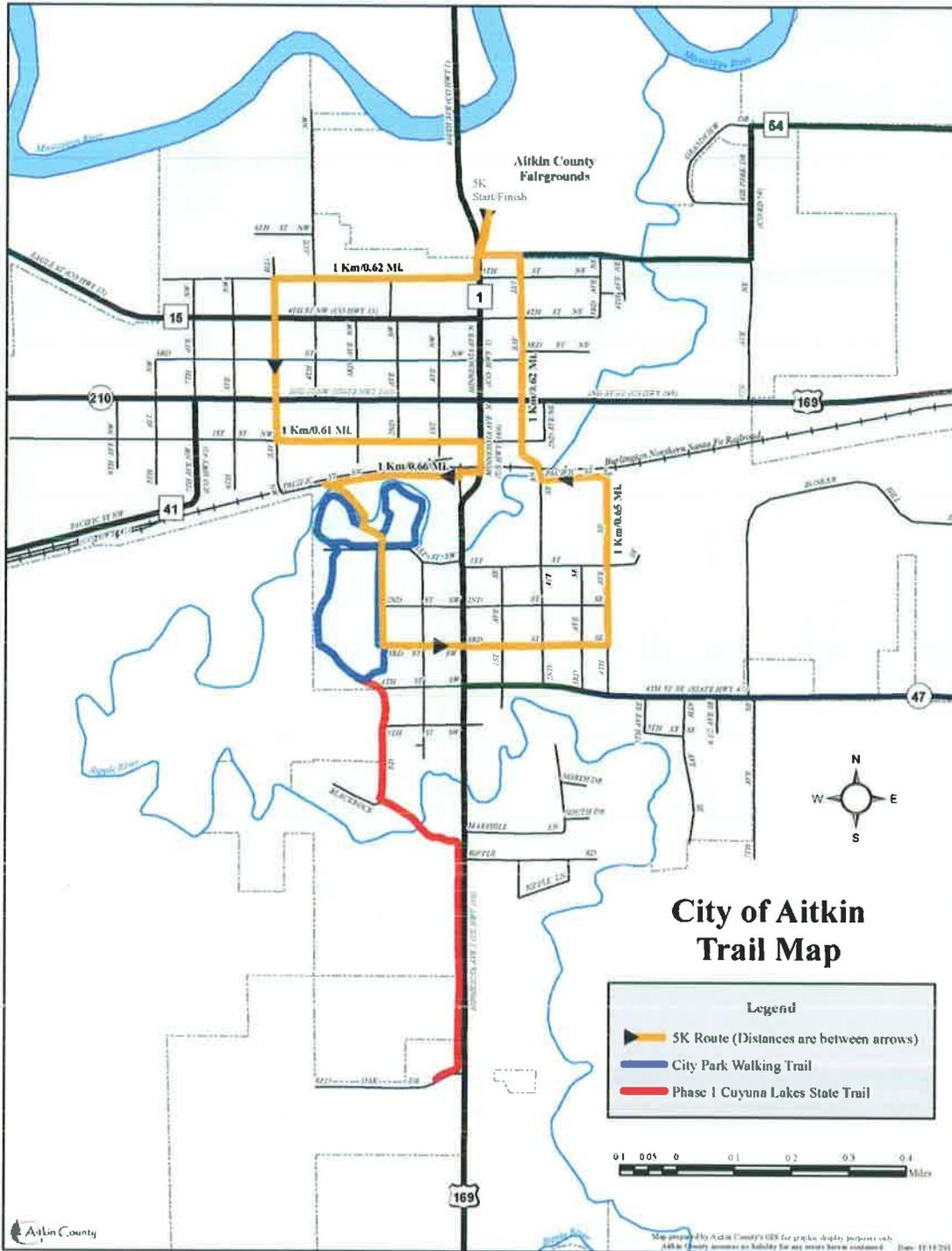
[HEALTHYNORTHLAND.ORG](http://HEALTHYNORTHLAND.ORG)

Made possible from a Community Transformation Grant, Centers for Disease Control and Prevention and the Minnesota Department of Health's Statewide Health Improvement Program

1. Bicyclists may ride on all Minnesota roads, except where restricted.
2. Bicyclists should ride on the road, and must ride in the same direction as traffic.
3. Motorists must maintain a three-foot clearance when passing a bicyclist.
4. Bicyclists must obey all traffic control signs and signals, just as motorists.
5. Motorists and bicyclists must yield the right-of-way to each other.
6. Bicyclists must signal their turns and should ride in a predictable manner.
7. Bicyclists must use a headlight and rear reflectors when it's dark. To increase visibility, add a rear flashing light.
8. Bicyclists should always wear helmets.



# AITKIN WALKING TRAIL



## ABOUT AITKIN WALKING TRAILS

The 5K route has been certified by the USA Track & Field Road Running Technical Council. USATF MN13015RR effective 6-25-2013 to 12-31-2023.

The City Park walking trail loop is approximately 1 mile.

The Cuyuna Lakes State Trail is a multi-purpose paved trail that will eventually connect the communities of Aitkin, Deerwood, Crosby, Ironton, Riverton and Brainerd to the Paul Bunyan State Trail. Plans for Phase 2 in Aitkin are currently underway.

## BENEFITS OF WALKING

- Burns calories
- Strengthens muscles
- Slims your waist
- Easy on your joints
- Strengthens your bones
- Lowers blood pressure
- Allows time with family and friends
- Shapes and tones
- Cuts cholesterol
- Reduces risk of heart disease, & diabetes
- Reduces stress
- Sleep better
- Improves mood and outlook on life
- Requires no equipment
- AND it's Free



**healthy northland**  
STATEWIDE HEALTH IMPROVEMENT PROGRAM



Bell X-Games Champion Dave Mirra Signature Series Helmut-Brand New

Six in stock. \$15 per helmet [size s/m]

To pre-order: send an email to Amy M. Wyant at [amy.wyant@co.aitkin.mn.us](mailto:amy.wyant@co.aitkin.mn.us)

Price discount courtesy of Aitkin County Public Health and Human Services.

Bell Radar Adult Bicycle Helmet-Brand New Features: pinch guard, smart fit, sizing pads.

Fifteen in stock: \$10 per helmet [7 of s/m and 8 of m/l]

**To pre-order: send an email to Amy M. Wyant at: [amy.wyant@co.aitkin.mn.us](mailto:amy.wyant@co.aitkin.mn.us)**



GET YOUR WORKOUT BEFORE YOU GET YOUR WORK IN.  
THURSDAY, MAY 29, 2014  
AITKIN, MINNESOTA

B	I	N	G	O
<p>Rode someplace I'd never ridden before</p>		<p>Visited the resources tab on the Bike to Work Day website</p>		
	<p>Rode to work</p>		<p>Said hello to another bicyclist</p>	
	<p>Rode farther than I ever have before</p>		<p>Lubed my chain</p>	
	<p>Added air to tires</p>			<p>Encouraged a friend to start riding</p>
<p>Rode on a trail</p>	<p>Biked at least 5 miles in one day</p>	<p>Organized or joined a group bike ride</p>		



GET YOUR WORKOUT BEFORE YOU GET YOUR WORK IN.

MAY 1-MAY 29  
BEANERY BIKE BINGO

DKB1  
05/02/2014

4:25PM

# Aitkin County

## WARRANT REGISTER



April

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
996	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	2,431.15	CLAIMS PAID	01-044-904-0000-6360		
		Warrant # 996 Total	2,431.15	Date 4/2/14		3/24/14	3/28/14
997	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	2,410.19	CLAIMS PAID	01-044-904-0000-6360		
		Warrant # 997 Total	2,410.19	Date 4/9/14		3/31/14	4/4/14
998	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431	14,431.85	MARCH DEED TAX	09-000-000-0000-2025		
		Warrant # 998 Total	8,312.47	MARCH MORTGAGE REG	09-000-000-0000-2026		
			22,744.32	Date 4/10/14			
999	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431	14.53	MEAL- LAURIE WESTERLUND	01-001-000-0000-6340		
			119.98	laptop memory & drive	01-049-000-0000-6402		
			70.98	Panasonic toughbook screen	01-049-000-0000-6402		
			39.26	Tylenol	01-252-000-0000-6262		
			246.90	Hotel- MSA annual NENA/APCO	01-254-003-0000-6332		
			44.72	Gas- MSA annual NENA/APCO	01-254-003-0000-6511		
			45.00	MEHA conf.Registration	01-390-000-0000-6208		
			430.92	hotel- NW Sportsshow	01-700-909-0000-6800		
			47.20	Gas- NW Sportsshow	01-700-909-0000-6800	3/26/14	3/30/14
			80.00	Parking- NW Sportsshow	01-700-909-0000-6800		
			76.22	Meals- NW Sportsshow	01-700-909-0000-6800	3/26/14	3/30/14
			222.50	Hotel- MRC Conf.	05-400-400-0402-6330		
			101.38	Mantoux test serum	05-400-400-0402-6401		
			151.30	Hotel- MN Geriatric Conf	05-430-700-4800-6330	3/26/14	3/30/14

DKB1  
05/02/2014

4:25PM

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			44.66	MSSA- Meals	05- 430- 700- 4800- 6330		
			523.92	Hotel- MSSA Conference	05- 430- 700- 4800- 6330	3/20/14	3/21/14
			39.00	MSSA Parking	05- 430- 700- 4800- 6330	3/18/14	3/21/14
			571.77	MSSA- Hotel/meals/parking	05- 430- 700- 4800- 6330	3/19/14	3/21/14
			38.25	phone card SA#51669303	05- 430- 710- 3930- 6020	3/18/14	3/21/14
			58.11	stamps	19- 521- 000- 0000- 6205		
			62.60	stamps	19- 521- 000- 0000- 6205		
			36.00	parking- sportshow	19- 521- 000- 0000- 6330		
			224.00	hotel- NW sportshow	19- 521- 000- 0000- 6332		
			55.19	gas for van	19- 524- 000- 0000- 6511		
			54.16	MSSA- Meals	05- 430- 700- 4800- 6330	3 employees	
			41.99	Motorola Power Pack	01- 120- 000- 0000- 6625	3/19/14	3/20/14
			25.87	laptop car charger	01- 120- 000- 0000- 6625	Amazon	
			61.46	basketballs	01- 252- 252- 0000- 6405	Amazon	
			35.05	critter food	19- 522- 000- 0000- 6416	amazon	
			25.00	Land Use Workshop- Gansen	01- 122- 000- 0000- 6241	bug company	
			25.00	Land Use Workshop- Neff	01- 391- 000- 0000- 6241	Duluth	
			30.45	tire repair- County car	01- 045- 000- 0000- 6302	4/29/14	4/29/14
			52.77	splitting maul	01- 253- 000- 0000- 6405	Duluth	
			349.28	Hotel- MSSA Conference	05- 430- 700- 4800- 6330	4/29/14	4/29/14
			29.88	work platform	01- 253- 000- 0000- 6405	Firestone	
			38.28	cable for plow truck	21- 520- 000- 0000- 6590	fleet farm	
			1.98	distilled water	01- 252- 000- 0000- 6262	Hilton	
			61.50	Module Training Reg.- Leitinger	01- 390- 000- 0000- 6208	3/19/14	3/21/14
						home depot	
						shipmans	
						Shopko	
						ST Paul	
						4/23/14	4/23/14
	Warrant #	999	Total	4,177.06	Date 4/10/14		
1000	8410	Bremer Bank					
		101 MINNESOTA AVENUE NORTH					
		AITKIN, MN 56431					
			146.86	LLCC CREDIT CARD FEE	19- 522- 000- 0000- 6217		



# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			207.22	hotel- veterans service confere	01- 120- 000- 0000- 6332	4/10/14	
			49.28	ear plugs	01- 252- 252- 0000- 6405	amazon	
			52.37	30 pin digital AV adapter	01- 043- 000- 0000- 6405	Apple Store	
			25.00	data plan renewal	01- 049- 000- 0000- 6231	AT&T	
			60.94	wrench,drill bit,tape measure	21- 520- 000- 0000- 6450	Harbor Freight	
			270.00	Phones for Courthouse	01- 044- 046- 0000- 6625	KC Phone Guys	
			40.50	6 Toshiba Phones	05- 400- 440- 0410- 6405	KC Phone Guys	
			105.30	6 Toshiba Phones	05- 420- 600- 4800- 6405	KC Phone Guys	
			124.20	6 Toshiba Phones	05- 430- 700- 4800- 6405	KC Phone Guys	
			380.00	credit Reg- Mn Asses.Administra	01- 043- 000- 0000- 6208	Lori Tibbetts	
			150.00	pers.use of cc credit	01- 120- 000- 0000- 6405	reimbursed.	
			120.00	power supply for server	01- 252- 000- 0000- 6610	ServerSupply	
			13.64	OTC meds	01- 252- 000- 0000- 6262	walmart	
			155.82	Groceries	01- 252- 000- 0000- 6418	walmart	
			46.59	inmate supplies	01- 252- 000- 0000- 6424	walmart	
			380.00	credit Reg- Mn Asses.Administra	01- 043- 000- 0000- 6208	Westerlund	
			341.20	Date 4/24/14			
	Warrant #	1005	Total				
1006	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,957.21	CLAIMS PAID	01- 044- 904- 0000- 6360		
			1,957.21	Date 4/30/14		4/21/14	4/25/14
	Warrant #	1006	Total				
44554	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
			1,596.00	single to family VEBA	01- 391- 000- 0000- 6149	T.Neff	
			675.00	single to family VEBA	01- 052- 000- 0000- 6149	Visnovec	
			75.00	single to family VEBA	01- 601- 000- 0000- 6149	Visnovec	
	Warrant #	44554	Total	2,346.00	Date 4/4/14		
44555	9692	Minnesota Energy Resources Corporation PO BOX 70022  PRESCOTT, AZ 86304- 7022					
			235.91	Gas- STS	01- 252- 000- 0000- 6254	4058862- 6	
			667.67	Gas- Jail	01- 252- 000- 0000- 6254	4244670- 8	
			2,558.46	Gas- Courthouse	01- 110- 000- 0000- 6254	4323328- 7	

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
						<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			3,712.03	Gas- Jail		01- 252- 000- 0000- 6254	4334475- 3	
			16.75	Gas- LA Tool		01- 110- 000- 0000- 6254	4911601- 5	
		Warrant # 44555	<b>Total</b>	7,190.82	Date 4/4/14			
44556	3494	Everson/Richard 217 2ND ST NW, ROOM 185 AITKIN, MN 56431						
		Warrant # 44556	<b>Total</b>	229.99	evidence room fireproof safe	01- 200- 000- 0000- 6405	COSTCO	
				229.99	Date 4/8/14			
44557	9026	MII Life/Select Account P.O. BOX 64193  SAINT PAUL, MN 55164- 0193						
		Warrant # 44557	<b>Total</b>	352.37	April participant fees	01- 044- 904- 0000- 6231	997063	
				352.37	Date 4/9/14			
44558	170	Aitkin Motor Company 108 2ND ST NE AITKIN, MN 56431						
		Warrant # 44558	<b>Total</b>	25,382.88	2014 Ford F150- Unit 466	03- 308- 000- 0000- 6600	2/25/14 Board	
				25,382.88	Date 4/10/14			
44559	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193						
		Warrant # 44559	<b>Total</b>	37.50	Veba Q2 Angie Duus	05- 400- 440- 0410- 6149		
				97.50	Veba Q2 Angie Duus	05- 420- 600- 4800- 6149		
				115.00	Veba Q2 Angie Duus	05- 430- 700- 4800- 6149		
				250.00	Date 4/16/14			
44560	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193						
		Warrant # 44560	<b>Total</b>	75.00	2014 Q4 VEBA	05- 400- 440- 0410- 6149	SARA MATH	
				195.00	2014 Q4 VEBA	05- 420- 600- 4800- 6149	SARA MATH	
				230.00	2014 Q4 VEBA	05- 430- 700- 4800- 6149	SARA MATH	
				500.00	Date 4/21/14			
44561	10313	Lenovo (United States) Inc.						

DKB1  
05/02/2014

4:25PM

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		PO BOX 643055					
		PITTSBURGH, PA 15264- 3055					
			219.99	thinkpad pro dock for M.Leitin	01- 390- 000- 0000- 6625	6222746290	
			249.99	thinkpad pro dock for Beth	01- 601- 000- 0000- 6405	6222746295	
			469.98	Date 4/25/14			
		<b>Warrant # 44561 Total</b>					
44562	9692	Minnesota Energy Resources Corporation PO BOX 70022					
		PRESCOTT, AZ 86304- 7022					
			167.77	Gas- STS	01- 252- 000- 0000- 6254	4058862- 6	
			674.93	Gas for jail	01- 252- 000- 0000- 6254	4244670- 8	
			1,737.43	Gas- Courthouse	01- 110- 000- 0000- 6254	4323328- 7	
			2,973.54	Gas for jail	01- 252- 000- 0000- 6254	4334475- 3	
			17.48	Gas- LA tool building	01- 110- 000- 0000- 6254	4911601- 5	
		<b>Warrant # 44562 Total</b>	5,571.15	Date 4/25/14			
44563	5305	Roberts/Larry 16602 CO RD 11 CROSBY, MN 56441					
			118.00	01- 0- 046700 adjustment	13- 943- 000- 0000- 2004	Per 1	
			122.00	01- 0- 046700 adjustment	13- 943- 000- 0000- 2004	Per 1	
			70.00	23- 0- 050101 adjustment	13- 943- 000- 0000- 2004	Per 1	
			64.00	23- 0- 050200 adjustment	13- 943- 000- 0000- 2004	Per 1	
			64.00	23- 0- 050300 adjustment	13- 943- 000- 0000- 2004	Per 1	
			102.00	23- 0- 050400 adjustment	13- 943- 000- 0000- 2004	Per 1	
			82.00	23- 0- 050600 adjustment	13- 943- 000- 0000- 2004	Per 1	
			114.00	23- 0- 050800 adjustment	13- 943- 000- 0000- 2004	Per 1	
			118.00	23- 0- 051700 adjustment	13- 943- 000- 0000- 2004	Per 1	
			86.00	23- 0- 051800 adjustment	13- 943- 000- 0000- 2004	Per 1	
			118.00	23- 0- 052000 adjustment	13- 943- 000- 0000- 2004	Per 1	
			62.00	51- 0- 025800 adjustment	13- 943- 000- 0000- 2004	Per 1	
			62.00	51- 0- 026100 adjustment	13- 943- 000- 0000- 2004	Per 1	
		<b>Warrant # 44563 Total</b>	1,182.00	Date 4/28/14			
58565	10313	Lenovo (United States) Inc. PO BOX 643055					
		PITTSBURGH, PA 15264- 3055					
			219.99	- redeposit. #58565	05- 430- 700- 4800- 6625	already paid	
			219.99	- redeposit. #58565	01- 390- 000- 0000- 6625	wrong total	

DKB1  
05/02/2014

4:25PM

# Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	58565	Total				
				249.99 - redeposit. #58565	01-601-000-0000-6405	wrong total	
				689.97 - Date 4/25/14			
90727	12993	WESAW/LISA 2126 5TH ST EAST ST PAUL, MN 55119					
	Warrant #	90727	Total				
				350.00 - redeposit W# 90727	05-430-710-3810-6057	wrong amount	
				350.00 - Date 4/21/14			
		Final Total...		82,050.02	115 Transactions		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	29,080.92	General Fund
3	25,382.88	Road & Bridge
5	2,645.56	Health & Human Services
9	22,744.32	State
13	1,282.00	Taxes & Penalties
19	815.12	Long Lake Conservation Center
21	99.22	Parks
	82,050.02	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: May 5, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sally M. Huhta

Title of Item:  
3.2 Beer License

Requested Meeting Date: May 13, 2014 Estimated Presentation Time: N/A

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

**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) Proposed Motion

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

For: County Board of May 13, 2014

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following **3.2 Malt Liquor License** for a period from May 1, 2014 through April 30, 2015.

**OFF Sale:**

**ON Sale:**

Sherwood-Forest Owner's Ass'n., Inc., d/b/a **Sherwood Forest** – Hazelton Township

**ON & OFF Sale:**

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



To: Chairperson, Aitkin County Board of Commissioners Date: May 5, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sally M. Huhta

Title of Item:  
Temporary On Sale Wine License

Requested Meeting Date: May 13, 2014 Estimated Presentation Time: n/a

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

**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

_____ 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) \_\_\_\_\_

**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.**

**PROPOSED RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

ADOPTED: May 13, 2014

---

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following Temporary On-Sale Wine license for August 2, 2014:

Sherwood Forest Owners Association, d/b/a **Sherwood Forest** – Hazelton Township  
This establishment has an address of 21927 US Highway 169, Aitkin, MN 56431

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



To: Chairperson, Aitkin County Board of Commissioners Date: May 6, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:  
Temporary Consumption & Display Permit – Sherwood Forest

Requested Meeting Date: May 13, 2014 Estimated Presentation Time: n/a

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

**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) Proposed Motion

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

For: County Board meeting of May 13, 2014.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Application for a 1 Day Temporary Consumption & Display (Set Up) Permit: (Dates set ups will be sold - July 5, 2014, August 2, 2014 & August 30, 2014)

Sherwood Forest Owners Association, d/b/a **Sherwood Forest** – Hazelton Township

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 5/6/14  
Via: Patrick Wussow, County Administrator  
From: Land Department  
Title of Item: Set date for public meeting - Classification of County Tax-forfeited lands  
Requested Meeting Date: 5/13/14      Estimated Presentation Time: n/a  
Presenter: Mark Jacobs

**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

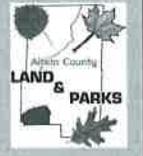


**Supporting Attachment(s)**

- 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)**

Mark Jacobs  
Aitkin County  
Land Commissioner



**To: County Board**  
**CC: County Administrator**  
**Date: 5/6/2014**  
**Re: Set date for public meeting -  
Classification of County Tax Forfeited Lands**

---

MN Statute 282.01 require that the County Board classify County administered tax-forfeited land as conservation or non-conservation. It has been more than a decade since the last re-classification was done so the Forest Advisory Committee has developed a draft classification for review.

This process requires a public meeting to receive and consider input prior to the classification decision. The date must be set *"no more than 90-days and no less than 60-days before the date of the meeting"*.

Once the date is set, information (e.g. maps) on the classification will be made available to the public.

I'm proposing 7/22/2014 @ 11:00 AM as the date/time of the public meeting.

Thank you.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager 

Title of Item:  
Aitkin County Guidelines and Procedures for MN Government Data Practices Act

Requested Meeting Date: 5/13/2014 Estimated Presentation Time: Consent Agenda

Presenter: Roxy Traxler, Interim County Administrator or 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) *Fees are included in Revenue*
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line acct # that funds this item is: applies to numerous revenue acct line items (fee schedule/set public hearing)
- 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) Red-lined version and final version

**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  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager



Date: May 7, 2014

Subject: Policy Update – Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

## **Background Information**

Proposed changes to the Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act document are shown on the red-lined version attached. To the extent that the Minnesota Government Data Practices Act changes, these guidelines shall be construed as consistent with those changes.

A request to set a public hearing to be held on June 10, 2014, at 10:00 a.m. to consider adoption of a countywide fee schedule has been submitted separately. Upon adoption, a county-wide fee schedule (Appendix C) will provide consistency in fees from department to department and allow the Board to adopt one fee schedule per year, rather than multiple schedules.

This policy update was sent to department heads for review and input on April 8, 2014, and discussed at the April 10, 2014, Department Head meeting.

Language ~~removed~~ is marked as strikethrough.  
Language added is underlined.

## **Action Requested**

Motion to adopt the updated Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act manual.

**AITKIN COUNTY  
GUIDELINES AND PROCEDURES  
FOR  
MINNESOTA  
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners  
May 13, 2014 (pending board approval)  
Effective June 1, 2014

*To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.*

# MINNESOTA GOVERNMENT DATA PRACTICES ACT

## Table of Contents

<b>Introduction</b> .....	4
<b>Overview</b> .....	5
<b>I. Collection of Government Data</b> .....	5
<b>II. Classification of Government Data</b> .....	9
A. Data on Individuals .....	9
B. Public, Nonpublic, or Protected Nonpublic Data Not on Individuals .....	11
C. Summary Data .....	13
D. Data on Decedents .....	14
<b>III. Request for Government Data</b> .....	15
A. Requests for Data - General .....	15
B. Requests for Data on Individuals by the Data Subject .....	15
C. Requests for Summary Data .....	15
D. Requests for Government Data by Other Government Agencies .....	16
E. How Data Practices Applies to Contractual Licensing and Funding Relationship with Governmental Entities .....	17
<b>IV. Data Request Form and Data Request Form for Subject of Data</b> .....	17
A. Data Request Form and Data Request Form for Subject of Data .....	17
B. When Completed .....	17
<b>V. Fees for Copies of Government Data</b> .....	17
A. Copies Provided at No Charge .....	18
B. Copies Provided With Charge .....	18
C. Copying Fees .....	18
D. Collection of Copying Fees .....	18
E. Fee Schedule .....	19
F. Disposition of Fees .....	19
<b>VI. Assignment of Designee</b> .....	19
<b>VII. Duties of the Responsible Authority or Designee</b> .....	19

- A. Data Inventory..... 19
- B. Procedures for Dissemination of Data..... 19
- C. Data Protection ..... 20
- VIII. Access to Government Data ..... 20**
  - A. Who Can Make a Data Request? ..... 20
  - B. To Whom Must a Data Request be Made? ..... 20
- IX. Rights of Data Subject ..... 21**
  - A. Tennessee Warning - Rights of Data Subject ..... 21
  - B. Notification to Minors ..... 22
  - C. Informed Consent ..... 22
  - D. Procedures for Complying with Data Requests from an Individual..... 24
  - E. Appealing Decision of Entity to Commissioner of Administration ..... 25
- X. Role of the Commissioner of Administration ..... 26**
- XI. Consequences for not Complying with MGDPA ..... 26**
- XII. Where More Information Can Be Found ..... 26**

**FORMS, INSTRUCTIONS and DATA PRACTICES NOTICE**

- Non-Disclosure Agreement ..... 27
- Notice of Rights Tennessee Warning Instruction Guide ..... 28
- Notice of Rights Sample Format for Tennessee Warning ..... 29
- Informed Consent Instruction Guide ..... 30
- Informed Consent for the Release of Information ..... 31
- Data Practices Notice..... 32

**Appendix A Public Data Request Form, Including Responsible Authority, Data Practices Compliance Official, and Designees ..... 33-37**

**Appendix B Data Request by Subject of Data Form, Including Responsible Authority, Data Practices Compliance Official, and Designees ..... 38-43**

**Appendix C Fee Schedule ..... *supplemental attachment***

# MINNESOTA GOVERNMENT DATA PRACTICES ACT

## Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

## A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

### Briefly, the Act regulates:

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

Data on Individuals	Meaning of Classification	Data Not on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

### I. COLLECTION OF GOVERNMENT DATA

### **What is the Minnesota Government Data Practices Act?**

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

### **What are government data?**

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. [MINN. STAT. § 15.17, subd. 1](#) requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in [MINN. STAT. CH. 13](#) AND [MINN. R. 1205](#), the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

Minnesota Statutes

Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

### **B. DEFINITIONS**

1. **Data Inventory** - The public document required by [MINN. STAT. § 13.025, subd. 1](#), containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 30-31); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 30-31) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 30-31) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, any town exercising powers under Minn. Stat. 368 and located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under contract to a government entity to the extent that the nonprofit social service

agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

- 12. Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
- 13. Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
- 14. Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
- 15. Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." Minn. R., Chap. 1205. .
- 16. State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
- 17. Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
- 18. Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
- 19. Tennesen Warning (see page 28-29)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

## II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

### A. DATA ON INDIVIDUALS

#### 1. Public Data on Individuals

- a. **Definition:** All data on individuals is public, unless classified as private or confidential.
- b. **Data on Individuals is Public if:**
  - 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
  - 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
  - 3) The data is summary or statistical data derived from data on individuals.
  - 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)
- c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

#### 2. Private Data on Individuals

- a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.
- b. **Tennessee Warning (see page 28-29):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

**c. Data on Individuals is Private if:**

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

**d. Access:** Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessean Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

**3. Confidential Data on Individuals**

- a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.
- b. **Tennessean Warning (see page 28-29):** Except for law enforcement investigations, a Tennessean Warning must be given when confidential data is

collected from the subject of the data.

A Tennessean Warning is not given when confidential data is collected from someone other than the subject of the data.

**c. Data on Individuals is Confidential if:**

- 1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.
- 2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

**d. Access:** Confidential data on individuals is accessible to:

- 1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.
- 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.
- 3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.
- 4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.
- 5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessean Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 6) Pursuant to a court order.
- 7) Individuals, entities, or persons as otherwise provided for by law.

**B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS**

**1. Public Data Not on Individuals**

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.
- b. **Data Not on Individuals is Public if:**

- 1) A statute or federal law does not expressly classify the data as not public.
  - 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
  - 3) A statute requires the data to be made available to the public.
- c. **Access:** Public data not on individuals is accessible to any person regardless of their interest in the data.

## 2. Nonpublic Data Not on Individuals

- a. **Definition:** Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.
- b. **Data Not on Individuals is Nonpublic if:**
- 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
  - 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.
- c. **Access:** Nonpublic data not on individuals is accessible to:
- 1) The subject of the data, if any.
  - 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
  - 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
  - 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.
  - 5) Pursuant to court order.
  - 6) Individuals, entities, or persons as otherwise provided by law.

## 3. Protected Nonpublic Data Not on Individuals

- a. **Definition:** Protected nonpublic data not on individuals means data which is not public and not accessible to the subject of the data, if any. As used here,

the subject data means a person as defined in Section I.C., paragraph 10.

**b. Data Not on Individuals is Protected Nonpublic if:**

- 1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.
- 2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

**c. Access:** Protected nonpublic data not on individuals is accessible to:

- 1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.
- 2) Individuals, entities, or persons authorized by statute or federal law to gain access.
- 3) Pursuant to a court order.
- 4) Individuals, entities, or persons as otherwise provided by law.

**C. SUMMARY DATA**

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.
2. **Data is Summary Data if:**
  - a. All data elements that could link the data to a specific individual have been removed; AND,
  - b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain access to or possess summary data.
3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

## **D. DATA ON DECEDENTS**

### **1. Private Data on Decedents**

**a. Definition.** Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

**b. Access:**

1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.

2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

### **2. Confidential Data on Decedents.**

**a. Definition.** Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

**b. Access.** Access to the data is the same as access to confidential data on individuals.

**c.** The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if readily

available data indicates that the individual is still living.

### **III. REQUEST FOR GOVERNMENT DATA**

Refer to Section V, the Public Data Request form (see page 33-37), and/or Data Request by Subject of Data form (see page 38-43) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

**A. REQUEST FOR DATA - GENERAL** - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Public Data Request form (see page 33-37) or Request by Subject of Data form (see page 38-43) shall be completed for all requests by the public for government data which is classified as other than public.

#### **B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT**

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See Minn. R. 1205.0500 if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

#### **C. REQUESTS FOR SUMMARY DATA**

1. Unless classified by a Temporary Classification, summary data derived from private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.
2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.

3. The responsible authority or the designee shall:
  - a. Provide the summary data requested **OR**
  - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
  - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 27); **OR**
  - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 27) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
  - a. A general description of the private or confidential data which is being used to prepare summary data.
  - b. The purpose for which the summary data is being prepared.
  - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
  - d. The signature of the requestor and the responsible authority, designee, or representative.

#### **D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.**

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested data is not provided in the normal course of business and not required by state or federal statute.
3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.
4. When practical and necessary, the requesting agency not listed on the Tennessean

Warning (see page 28-29) shall obtain the informed consent (see page 30-31) from the data subject(s) for information classified as private or confidential.

#### **E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.**

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA, or if the party has another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

#### **IV. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43)**

**A. DATA REQUEST FORM (see page 33-37) AND DATA REQUEST FORM FOR SUBJECT OF DATA (see page 38-43).** These forms provide a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.

**B. WHEN COMPLETED.** The **Data Request form or Data Request form for Subject of Data should be completed for all** requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

#### **V. FEES FOR COPIES OF GOVERNMENT DATA.**

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board resolution and unless otherwise provided for by federal law, state statute or rule, fees for

copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

**NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.**

**NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.**

**A. COPIES PROVIDED AT NO CHARGE.** When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

**B. COPIES PROVIDED WITH CHARGE.** When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the requestor is not the subject of the data.

**C. COPYING FEES.** Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix C, unless alternative arrangements have been made.

**D. COLLECTION OF COPYING FEES.** Fees shall be collected before releasing copies unless prior arrangements have been made.

## **E. FEE SCHEDULE.**

See Appendix C

**F. DISPOSITION OF FEES.** Copying fees collected shall be deposited in the appropriate account with the county treasurer.

## **VI. ASSIGNMENT OF DESIGNEE.**

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

## **VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.**

### **A. DATA INVENTORY**

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory..
3. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

### **B. PROCEDURES FOR DISSEMINATION OF DATA.**

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.
2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
  - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.
  - b. There is specific authorization for the use in state, local, or federal law.

- c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
- d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

### **C. DATA PROTECTION.**

The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.

## **VIII. ACCESS TO GOVERNMENT DATA**

### **A. WHO CAN MAKE A DATA REQUEST?**

Anyone may exercise the right to access public government data by making a data request.

### **B. TO WHOM MUST A DATA REQUEST BE MADE?**

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
  - a. That person's purpose is set forth in writing and the person agrees not to release any of the private or confidential data used to prepare the summary data; and
  - b. If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
4. The entity may require the requestor to prepay the cost of preparing summary data.

## IX. RIGHTS OF DATA SUBJECT

### A. TENNESSEN WARNING - Rights of Subjects of Data (see page 28-29)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
  - a. A government *entity requests* data;
  - b. The data is requested from an *individual*;
  - c. The data requested are *private or confidential*; **and**,
  - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessean warning notice (see page 28-29) must be given. These rights are referred to as the Tennessean Warning.

A Tennessean Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessean Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
  - a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
  - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
  - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**
  - d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

3. Tennessean Warnings may be either oral or written.
  - a. An oral communication. This is not the preferred method of communicating the Tennessean Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
  - b. A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennessean Warning may be included on the form that collects the private or confidential data.
4. A sample format for a Notice of Rights Tennessean Warning is on page 29.

## **B. NOTIFICATION TO MINORS**

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

1. Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
2. Whether denying access to the data may protect the minor from physical or emotional harm;
3. Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and
4. Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. [Minn. Rule 1205.0500](#) contains the procedures for the release of data about minors.

## **C. INFORMED CONSENT (see page 30-31)**

1. Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

**NOTE:** Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 30-31)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
  - a. In plain language;
  - b. Dated;
  - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
  - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.
5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:
  - a. The name of the program which is to make the disclosure;
  - b. The name or title of the person or organization to which disclosure is to be made;
  - c. The name of the patient;
  - d. The purpose or nature of information to be disclosed;

- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 31.

#### **D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL**

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
  - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
  - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
  - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.
  - b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in

Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.

- c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

**E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.**

1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data.
2. The requirements for filing an appeal are set out at [Minnesota Rules Section 1205.1600](#).
3. Procedure when data is not accurate or complete.
  - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
    - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or
    - 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, [MINN. STAT. § 14.57 to 14.62](#) and [Minn. R. 1205.1600](#), relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by [Chapter 14](#), try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
  - a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of [Section 138.17](#).

- b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under [Chapter 14](#) or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.**

- A. Pursuant to [Section 13.06, subdivision 6a](#), the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. [Section 13.06](#) of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. [Section 13.072](#) of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at [www.ipad.state.mn.us](http://www.ipad.state.mn.us)

## **XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.**

- A. Pursuant to [Section 13.08](#) of the MGDPA, a government entity may be sued for violating any of the Act's provisions.
- B. [Section 13.09](#) provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

## **XII. WHERE MORE INFORMATION CAN BE FOUND.**

- A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.
  - 1. [Minnesota Statutes Chapter 13](#) (the MGDPA) may be found on the website of the Revisor of Statutes at: [www.leg.state.mn.us/leg/statutes.asp](http://www.leg.state.mn.us/leg/statutes.asp).
  - 2. [Minnesota Rules, Chapter 1205](#), The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at the website of the Revisor of Statutes at: [www.revisor.leg.state.mn.us/arule/1205](http://www.revisor.leg.state.mn.us/arule/1205).

**AITKIN COUNTY**

**Non-Disclosure Agreement**

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, \_\_\_\_\_, representing \_\_\_\_\_  
have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

*[Minn. Stat. § 13.09](#). Any person who willfully violates the provisions of [Minnesota Statutes Chapter 13](#), or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of [Minnesota Statutes Chapter 13](#) by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.*

\_\_\_\_\_  
Requestor of Data

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Authority/Designee

\_\_\_\_\_  
Date

**THE NOTICE OF RIGHTS TENNESSEN WARNING  
INSTRUCTION GUIDE**

**Minnesota Statutes Section 13.04, subdivision 2**

<p>The notice must be given when:</p>	<ol style="list-style-type: none"><li>1. An individual</li><li>2. Is asked to supply</li><li>3. Private or confidential data</li><li>4. Concerning self</li></ol> <p>All four conditions must be present to trigger the notice requirement.</p>
<p>Statements must be included from the individual that inform the individual:</p>	<ul style="list-style-type: none"><li>• Why the data is being collected and how the entity intends to use the data;</li><li>• Whether the individual may refuse or is legally required to supply the data;</li><li>• Any consequences to the individual of either supplying or refusing to supply the data; and</li><li>• The identity of other persons or entities authorized by law to receive the data.</li></ul>
<p>Consequences of giving the notice are:</p>	<p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p>
<p>Consequences on <i>not</i> giving the notice are:</p>	<p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"><li>• The individual subject of the data gives informed consent;</li><li>• The Commissioner of Administration gives approval; or</li><li>• A state or federal law subsequently authorizes or requires the new use or release.</li></ul>

**“NOTICE OF RIGHTS”  
SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

---

The purpose and intended use of the requested information is:

---

Authorized persons or agencies with whom this information may be shared include:

---

Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

---

Name

---

Date

[MINN. STAT. § 13.04\(2\)](#)

## INFORMED CONSENT INSTRUCTION GUIDE

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.  
  
Describe specifically and completely the known consequences of *not* releasing the information.
- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

**INFORMED CONSENT FOR THE RELEASE OF INFORMATION**

I, \_\_\_\_\_  
*(Name of individual authorizing release)*

authorize \_\_\_\_\_  
*(Name of individual, entity, or person holding record)*

to disclose  
to \_\_\_\_\_  
*(Name of individual, entity, or person to receive the information)*

the following information:

\_\_\_\_\_

for the purpose of:

\_\_\_\_\_

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

\_\_\_\_\_

Executed  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

*(Signature of individual authorizing release)*

\_\_\_\_\_

*(Signature of witness)*

\_\_\_\_\_

*(Signature of parent, guardian, or  
authorized representative, when required)*

## DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

“The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to [Minnesota Statute 13.03](#) and [Minnesota Rule 1205.0100, Subp. 5](#), the Court’s attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so.”

## AITKIN COUNTY

### *PUBLIC DATA REQUEST FORM (APPENDIX A)*

#### **Right to Access Public Data**

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

#### **How to Make a Data Request**

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

#### **How We Respond to a Data Request**

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
  - arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
  - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

### Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

### Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 <sup>nd</sup> Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 <a href="mailto:jratz@co.aitkin.mn.us">jratz@co.aitkin.mn.us</a>
County Auditor	Kirk Peysar, County Auditor <i>Designee: Donna Boyer, Financial Assistant</i> 209 2 <sup>nd</sup> Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 <a href="mailto:kpeysar@co.aitkin.mn.us">kpeysar@co.aitkin.mn.us</a>
County Recorder	Diane Lafferty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 <sup>nd</sup> Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 <a href="mailto:dlafferty@co.aitkin.mn.us">dlafferty@co.aitkin.mn.us</a>
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 <sup>nd</sup> Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 <a href="mailto:lgrams@co.aitkin.mn.us">lgrams@co.aitkin.mn.us</a>
Sheriff	Scott Turner, County Sheriff <i>Designee: John Drahota, Undersheriff</i> 217 2 <sup>nd</sup> Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 <a href="mailto:scott.turner@co.aitkin.mn.us">scott.turner@co.aitkin.mn.us</a>
All other County offices	<i>Responsible Authority and Data Practices Compliance Official:</i> [vacant], County Administrator 217 2 <sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431 218-927-7276; Fax 218-927-7374 [vacant] @co.aitkin.mn.us

All other County offices, cont.

*Designees:*

Assessor's Office

Mike Dangers, County Assessor  
209 2<sup>nd</sup> Street NW, Room 111, Aitkin, MN 56431  
218-927-7327, Fax 218-927-7379  
[mike.dangers@co.aitkin.mn.us](mailto:mike.dangers@co.aitkin.mn.us)

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director  
209 2<sup>nd</sup> Street NW, Room 100, Aitkin, MN 56431  
218-927-7342; Fax 218-927-4372  
[tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us)

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.  
217 2<sup>nd</sup> Street NW, Room 131, Aitkin, MN 56431  
218-927-7305; Fax 218-927-7374  
[rwagner@co.aitkin.mn.us](mailto:rwagner@co.aitkin.mn.us)

Health and Human Services Department

Tom Burke, HHS Director  
204 1<sup>st</sup> Street NW, Aitkin, MN 56431  
218-927-7200; Fax 218-927-7461  
[tom.burke@co.aitkin.mn.us](mailto:tom.burke@co.aitkin.mn.us)

Highway Department

John Welle, County Engineer  
1211 Air Park Drive, Aitkin, MN 56431  
218-927-3741; Fax 218-927-2356  
[jwelle@co.aitkin.mn.us](mailto:jwelle@co.aitkin.mn.us)

Human Resources Department

Bobbie Danielson, HR Manager  
217 2<sup>nd</sup> Street NW, Room 134, Aitkin, MN 56431  
218-927-7306; Fax 218-927-7374  
[bobbie.danielson@co.aitkin.mn.us](mailto:bobbie.danielson@co.aitkin.mn.us)

Information Technology

Steve Bennett, IT Director  
209 2<sup>nd</sup> Street NW, Room 118, Aitkin, MN 56431  
218-927-7345; Fax 218-927-7369  
[sbennett@co.aitkin.mn.us](mailto:sbennett@co.aitkin.mn.us)

Land & Parks Department and Long Lake Conservation Center

Mark Jacobs, Land Commissioner  
209 2<sup>nd</sup> Street NW, Room 206, Aitkin, MN 56431  
218-927-7364; Fax 218-927-7249  
[mjacobs@co.aitkin.mn.us](mailto:mjacobs@co.aitkin.mn.us)

All other County offices, cont.

*Designees, continued:*

Veterans Services Office

Penny Harms, Veterans Services Officer  
217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431  
218-927-7320; Fax 218-927-7374

[penny.harms@co.aitkin.mn.us](mailto:penny.harms@co.aitkin.mn.us)

**AITKIN COUNTY**

***DATA REQUEST FORM***  
**Members of the Public**

Date of request: \_\_\_\_\_

**I am requesting access to data in the following way:**

- Inspection       Copies       Both inspection and copies

*Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.*

**These are the data I am requesting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.

*Aitkin County will respond to your request as soon as reasonably possible.*

<i>(For office use)</i>	
<b>Department /Division:</b>	<b>Request handled by / Ext.:</b>
<b>Method of response:</b>	
<b>Charges:</b>	
<b>Amt Due:</b>	<b>Received by / Ext.:</b>

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AITKIN COUNTY

### *DATA REQUEST BY SUBJECT OF DATA (APPENDIX B)*

#### **Data about You**

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

#### **Classifications of Data about You**

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

#### **Your Rights under the Data Practices Act**

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessean warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

### **How to Make a Data Request**

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

### **Standards for Verifying Identity**

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either* a certified copy of the minor's birth certificate *or* a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. (*This requirement does not apply to attorneys requesting data on your behalf.*)

### **How We Respond to a Data Request**

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

### **Charges for Copies of Data**

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time\* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We *may not* charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

\* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

### Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 <sup>nd</sup> Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 <a href="mailto:jratz@co.aitkin.mn.us">jratz@co.aitkin.mn.us</a>
County Auditor	Kirk Peysar, County Auditor <i>Designee: Donna Boyer, Financial Assistant</i> 209 2 <sup>nd</sup> Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 <a href="mailto:kpeysar@co.aitkin.mn.us">kpeysar@co.aitkin.mn.us</a>
County Recorder	Diane Lafferty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 <sup>nd</sup> Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 <a href="mailto:dlafferty@co.aitkin.mn.us">dlafferty@co.aitkin.mn.us</a>
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 <sup>nd</sup> Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 <a href="mailto:lgrams@co.aitkin.mn.us">lgrams@co.aitkin.mn.us</a>
Sheriff	Scott Turner, County Sheriff <i>Designee: John Drahota, Undersheriff</i> 217 2 <sup>nd</sup> Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 <a href="mailto:scott.turner@co.aitkin.mn.us">scott.turner@co.aitkin.mn.us</a>
All other County offices	<p><i>Responsible Authority and Data Practices Compliance Official:</i>            [vacant], County Administrator            217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431            218-927-7276; Fax 218-927-7374            [vacant] @co.aitkin.mn.us</p> <p><i>Designees:</i></p> <p><u>Assessor's Office</u>            Mike Dangers, County Assessor            209 2<sup>nd</sup> Street NW, Room 111, Aitkin, MN 56431            218-927-7327, Fax 218-927-7379  <a href="mailto:mike.dangers@co.aitkin.mn.us">mike.dangers@co.aitkin.mn.us</a></p> <p><u>Environmental Services / Planning &amp; Zoning Department</u>            Terry Neff, Environmental Services Director            209 2<sup>nd</sup> Street NW, Room 100, Aitkin, MN 56431            218-927-7342; Fax 218-927-4372  <a href="mailto:tneff@co.aitkin.mn.us">tneff@co.aitkin.mn.us</a></p>

All other County offices, cont.

*Designees, continued:*

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.  
217 2<sup>nd</sup> Street NW, Room 131, Aitkin, MN 56431  
218-927-7305; Fax 218-927-7374  
[rwagner@co.aitkin.mn.us](mailto:rwagner@co.aitkin.mn.us)

Health and Human Services Department

Tom Burke, HHS Director  
204 1<sup>st</sup> Street NW, Aitkin, MN 56431  
218-927-7200; Fax 218-927-7461  
[tom.burke@co.aitkin.mn.us](mailto:tom.burke@co.aitkin.mn.us)

Highway Department

John Welle, County Engineer  
1211 Air Park Drive, Aitkin, MN 56431  
218-927-3741; Fax 218-927-2356  
[jwelle@co.aitkin.mn.us](mailto:jwelle@co.aitkin.mn.us)

Human Resources Department

Bobbie Danielson, HR Manager  
217 2<sup>nd</sup> Street NW, Room 134, Aitkin, MN 56431  
218-927-7306; Fax 218-927-7374  
[bobbie.danielson@co.aitkin.mn.us](mailto:bobbie.danielson@co.aitkin.mn.us)

Information Technology

Steve Bennett, IT Director  
209 2<sup>nd</sup> Street NW, Room 118, Aitkin, MN 56431  
218-927-7345; Fax 218-927-7369  
[sbennett@co.aitkin.mn.us](mailto:sbennett@co.aitkin.mn.us)

Land & Parks Department and Long Lake Conservation Center

Mark Jacobs, Land Commissioner  
209 2<sup>nd</sup> Street NW, Room 206, Aitkin, MN 56431  
218-927-7364; Fax 218-927-7249  
[mjacobs@co.aitkin.mn.us](mailto:mjacobs@co.aitkin.mn.us)

Veterans Services Office

Penny Harms, Veterans Services Officer  
217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431  
218-927-7320; Fax 218-927-7374  
[penny.harms@co.aitkin.mn.us](mailto:penny.harms@co.aitkin.mn.us)

**AITKIN COUNTY**

***DATA REQUEST FORM***  
**Subject of Data**

**Date of request:** \_\_\_\_\_

**I am requesting access to data in the following way:**

Inspection       Copies       Both inspection and copies

*Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.*

**These are the data I am requesting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.**

Data Subject Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Name (if applicable): \_\_\_\_\_

Signature of Data Subject or Parent/Guardian: \_\_\_\_\_

*Aitkin County will respond to your request within 10 days.*

<i>(For office use)</i>	
<b>ID provided:</b>	
<b>Department name:</b>	<b>Request handled by:</b>
<b>Method of response:</b>	
<b>Charges:</b>	
<b>Amt Due:</b>	<b>Received by:</b>
<b>Notes</b>	

**Aitkin County  
 Fee Schedule  
 Approved by the Board on [insert date]  
 Effective [insert date]**

**Draft - public hearing set in June to consider adoption of a countywide fee schedule.**

Postage expenses shall be borne by requestor.

**COMMON FEES**

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each

**ASSESSOR'S OFFICE**

<b>FIELD CARDS</b>	
Fax of Field Cards	\$ 0.50 per parcel
Email of Field Cards	\$ 0.50 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

**ATTORNEY'S OFFICE**

<b>AUDIO/VIDEO</b>	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

**AUDITOR'S OFFICE**

<b>ASSESSMENT (SPECIAL)</b>	
Admin Set-up	\$ 7.00 per parcel
ASSEMBLY LICENSE	\$ 500.00 plus \$25,000 bond
AUCTIONEER	\$ 20.00
BEER (3.2%) LICENSE	\$ 40.00 off sale \$ 10.00 on sale \$ 50.00 on & off sale
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$ 250.00 each
CONSUMPTION & DISPLAY / Set-Ups	\$ 250.00 each (paid to State)
Temporary Consumption & Display Permit	\$ 25.00 per each date
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2" x 11"	\$ 2.00
Maps, Color, 8 1/2" x 11"	\$ 3.00
DANGEROUS DOGS	\$ 25.00
DITCH AND HWY LIEN RELEASES	\$ 15.00
FAXES See Common Fees Section	
FIREWORKS	\$ 2.00 Auditor's fee \$ 8.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$ 25.00 per description
Payments on	\$ 2.00 per statement
JUDGMENT COST - Publication	\$ 20.00 per parcel
LIQUOR LICENSE	\$ 100.00 club \$ 1,500.00 on sale \$ 360.00 off sale \$ 120.00 Sunday
PLATS (NEW) - AUDITOR'S FEE	\$ 75.00 plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$ 150.00 after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$ 25.00
REPURCHASE - COST OF FORF. FEE	\$ 100.00
REPURCHASE - SHERIFF'S COST	\$ 40.00

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

TAX/ASSESSMENT SEARCH	\$ 5.00 per parcel
TAX STATEMENTS - Duplicate	\$ 2.00
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$ 150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$ 100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$ 150.00
TOBACCO LICENSE	\$ 50.00
WASTE HAULERS	\$ 100.00
WINE LICENSE	\$ 100.00 yearly
Temporary Wine License	\$ 50.00 per each date
VOTER'S CERTIFICATION	\$ 2.00

**ECONOMIC DEVELOPMENT**

APPLICATION FEE	
JOBZ (expires in 2015)	\$ 500.00
Tax Abatement	\$ 500.00
TIF	\$ 500.00

**GIS**

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00 per hour
Plotting Existing Map or Graphic	
8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
PARCEL BOUNDARIES ( ~ 43,000 parcels) Shapefile	*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.03 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

\*\*Geospatial data shall not be released until a proper license agreement is on file with this office.  
\*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour.  
Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

**HEALTH AND HUMAN SERVICES**

**INCOME MAINTENANCE**

LICENSING	
Child Care Initial Licensing Fee	\$ 30.00
Child Care Renewal Licensing Fee	\$ 50.00
BACKGROUND CHECK	
Initial Processing Fee	\$ 50.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00
<b>SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$101.00)</b>	
CD ASSESSMENTS	
Ordered by the Court (DUI or DWI)	\$ 200.00 May be subject to sliding fee scale.
All Other	\$ 200.00 May be subject to sliding fee scale.
CUSTODY STUDIES	
Ordered by the Court	\$ 1,000.00 Each parent responsible for half.
VISITATION EXPEDITOR/VISITATION SUPERVISOR	
Fee based on what Remica House charges.	\$ 25.00 per hour, per family.
ADOPTION FINALIZING	
Fingerprint Process for Licensing	\$ 5.00 per person
COMMUNITY EDUCATION	\$ 400.00 per month, registration fee
CORPORATE FOSTER CARE	\$ 250.00 per home, per licensing year
<b>PUBLIC HEALTH</b>	
SAFETY SEATS	
Convertible	\$ 45.00
Combo	\$ 45.00
No Back Booster	\$ 12.00
Britax Laptop	\$ 45.00

<b>BIKE HELMETS</b>	
Toddler	\$ 10.00
Child	\$ 10.00
Youth	\$ 10.00
Adult	\$ 10.00
Child/Youth Multi-sport	\$ 15.00
Youth/Adult Multi-sport	\$ 15.00
<b>NIPPLE SHIELDS (price subject to change)</b>	<b>\$ 7.25</b>
<b>RADON KITS</b>	
Short-term	\$ 8.00
Long-term	\$ 16.00
<b>LEAD DRAW</b>	<b>\$ 19.00</b>
<b>IMMUNIZATIONS</b>	
Hepatitis B	\$ 52.00
Td	\$ 39.00
Tdap	\$ 55.00
Pneumonia	\$ 66.00
Fluzone Influenza (Q2038 and 90658)	\$ 28.00
Fluzone High-dose (90662)	\$ 45.00
FluMist Quad (90660)	\$ 36.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 23.00
Mantoux (Admin and Read Only)	\$ 19.00
<b>CHILD SUPPORT AND OTHER COLLECTIONS</b>	
IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$ 25.00
IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies

**HIGHWAY DEPARTMENT**

<b>EQUIPMENT (including Operator):</b>	
Motor Grader	\$ 90.00 per hour
Tandem Truck	\$ 100.00 per hour
Single Axle Truck	\$ 95.00 per hour
3 Cubic Yard Articulating Loader	\$ 85.00 per hour
Dozer	\$ 85.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$ 75.00 per hour
Track Backhoe	\$ 85.00 per hour
ASV Posi Track with Brush Head	\$ 80.00 per hour
Tractor/Mower	\$ 75.00 per hour
Sioux Steamer w/Truck	\$ 45.00 per hour
Self Propelled Steel Drum Roller	\$ 55.00 per hour
<b>MATERIALS (for Other Governmental Units Only):</b>	
Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price
<b>MATERIAL (for Private Sale):</b>	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost
<b>MISCELLANEOUS:</b>	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 each

**IT DEPARTMENT**

<b>REPORTS OR LABELS</b>	See Common Fees Section
<b>CD OR EMAIL FILE</b>	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater

**RECORDER'S OFFICE**

*Rates established by the State are subject to change without notice.*

<b>RECORDING FEE</b>	\$ 46.00 per document
<b>RECORDING WELL CERTIFICATE</b>	\$ 50.00
<b>COPIES OF LARGE MAPS</b>	\$ 5.00
<b>CERTIFIED COPIES OF DOCUMENTS</b>	\$ 10.00
<b>COPIES OF RECORDED DOCUMENTS</b>	\$ 1.00
<b>FAX FEE</b>	Refer to Common Fees Section

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)
--------------	---

CIVIL PROCESS

<sup>1</sup> 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.

<sup>1</sup> 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.

Securing and safety keeping property in replevin, 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

FINGERPRINTING

HUBER FEES

per day

JAIL NURSE

Co-pay	
Medication Co-Pay	

PAY TO STAY

per day

URINALYSIS

STS	
Huber	

**TREASURER'S OFFICE**

RESEARCH FEE	\$ 25.00 per hour
TAX STATEMENTS - Duplicate	\$ 2.00

**ZONING AND ENVIRONMENTAL SERVICES**

**ACCESSORY BUILDINGS/SIGN**

<120 sq.ft (no pre-onsite)	\$ 50.00
>121 sq.ft. to 239 sq.ft. (no pre-onsite)	\$ 75.00
>240 sq.ft. and/or WATER ORIENTED	\$ 175.00
Open on three sides or lean-to	\$ 75.00

Accessory Structures are buildings used for personal storage with no sleeping quarters and no toilet, bathtub, or shower facilities. Any structure with sleeping quarters or these facilities is considered a residence. A septic system must be installed when there is running water to or within a structure - refer to wetland and sewer fees.

FENCE (8 feet or greater in height) \$ 50.00

**COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)**

<500sq.ft.	\$ 200.00
501 – 1500 sq.ft.	\$ 300.00
1501 – 2500 sq.ft.	\$ 400.00
>2501 sq.ft.	\$ 500.00

**RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)**

Additions (decks, porches and platforms are separate permit fees)	
<500 SQ.FT.	\$ 200.00
501 – 1000 sq.ft.	\$ 250.00
1001 – 2000 sq.ft.	\$ 300.00
2001 – 3000 sq.ft.	\$ 350.00
>3001 sq.ft.	\$ 500.00

**DECK/PLATFORM**

<100 sq.ft	\$ 75.00
>100 sq.ft.	\$ 125.00

(Platforms are larger than 32 sq.ft. Less than 30 inches above ground.)

**LAND ALTERATIONS**

VEGETATION ALTERATION	No fee
PLANNING CALL/SITE REVIEW	\$ 100.00

CONDITIONAL USE PERMIT	\$ 600.00
AMENDMENT TO EXISTING CUP	\$ 600.00
VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$ 600.00
APPEAL TO BOA	\$ 600.00
REPUBLICATION OF VARIANCE OR CUP	\$ 50.00
REZONING	\$ 600.00
ORDINANCE AMENDMENT	\$ 500.00
TOWER / WECC APPLICATION	\$ 700.00

PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units) \$ 600.00  
 (6 or more lots/units an additional \$50.00/lot/unit)

FINAL PLATS AND RESIDENTIAL PUD'S \$ 600.00  
 (6 or more lots/units an additional \$50.00/lot/unit)

NEW ROAD SIGN AND POST (each sign and post in new plat) \$ 175.00

COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots --no CUP) \$ 300.00

SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots) \$ 150.00  
 (6 or more lots/units an additional \$20.00 per lot/unit)

ENGINEERS REVIEW FEE \$ 150.00

REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee) \$ 200.00

ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval) \$ 75.00 per lot

-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l \$ 100.00

COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee) \$ 200.00

REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL \$ 100.00

911 ADDRESSING (includes assignment of number, sign, and post) \$ 55.00

AFTER THE FACT FEE'S - 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas  
 (includes variances and CUP's)

**RESIDENTIAL SEWERS FEES**

The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.

Drainfield/Bed	\$ 250.00
Mound/At-Grade	\$ 300.00
Other//Performance Systems	\$ 350.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 150.00
Operating Permits	\$ 100.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00

**COMMERCIAL and CLUSTER SEWERS**

Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00

plus any additional costs for design review and inspections (5)

**WETLAND CONSERVATION ACT FEES**

Wetland Exemption Certificate	\$ 25.00
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 300.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County

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

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning)	\$	10.00
Shoreland and General Zoning Ordinances	\$	25.00
Comprehensive Land Use Plan	\$	25.00
EAW Fees	\$	50.00 per hour, + any additional costs to County
Administrative Fee	\$	50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$	25.00

**AITKIN COUNTY  
GUIDELINES AND PROCEDURES  
FOR  
MINNESOTA  
GOVERNMENT DATA PRACTICES ACT**



Adopted by the Aitkin County Board of Commissioners  
May 13, 2014 (pending board approval)  
Effective June 1, 2014

To the extent that the Minnesota Government Data Practices Act changes, these guidelines and procedures shall be construed as consistent with those changes.

Deleted: ¶

Deleted: Rev 4/2014, Appendix A, Aitkin County  
Guidelines and Procedures for Minnesota  
Government Data Practices Act

Update page numbers in Table of Contents and throughout document on the final version.

AMEND "INFORMATION DISCLOSURE REQUEST FORM THROUGHOUT TO REFER TO THE PUBLIC DATA REQUEST FORM AND THE DATA REQUEST BY SUBJECT OF DATA FORMS.

# MINNESOTA GOVERNMENT DATA PRACTICES ACT

## Table of Contents

- Introduction ..... 3
- Overview ..... 4
- I. Collection of Government Data ..... 5
- II. Classification of Government Data ..... 8
  - A. Data on Individuals ..... 8
  - B. Public, Nonpublic, or Protected Nonpublic Data Not on Individuals ..... 11
  - C. Summary Data ..... 12
  - D. Data on Decedents ..... 13
- III. Request for Government Data ..... 14
  - A. Requests for Data - General ..... 14
  - B. Requests for Data on Individuals by the Data Subject ..... 14
  - C. Requests for Summary Data ..... 15
  - D. Requests for Government Data by Other Government Agencies ..... 16
  - E. How Data Practices Applies to Contractual Licensing and Funding Relationship with Governmental Entities ..... 16
- IV. Information Disclosure Request Form ..... 17
  - A. Information Disclosure Request ..... 17
  - B. When Completed ..... 17
- V. Fees for Copies of Government Data ..... 17
  - A. Copies Provided at No Charge ..... 17
  - B. Copies Provided With Charge ..... 18
  - C. Copying Fees ..... 18
  - D. Collection of Copying Fees ..... 18

Deleted: ¶  
 ¶  
 Adopted by the Aitkin County Board of Commissioners¶  
 December 14, 2010¶

Formatted: Highlight

Formatted: Highlight

Formatted: Left

Formatted: Highlight

Formatted: Font color: Red

Formatted: Highlight

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

E.	Fee Schedule .....	18
F.	Disposition of Fees .....	18
<b>VI.</b>	<b>Assignment of Designee .....</b>	<b>18</b>
<b>VII.</b>	<b>Duties of the Responsible Authority or Designee .....</b>	<b>19</b>
A.	Data Practices Annual Report.....	19
B.	Procedures for Dissemination of Data .....	19
C.	Data Protection .....	20
<b>VIII.</b>	<b>Access to Government Data .....</b>	<b>20</b>
A.	Who Can Make a Data Request? .....	20
B.	To Whom Must a Data Request be Made? .....	20
<b>IX.</b>	<b>Rights of Data Subject .....</b>	<b>20</b>
A.	Tennessee Warning - Rights of Data Subject.....	20
B.	Notification to Minors .....	22
C.	Informed Consent .....	22
D.	Procedures for Complying with Data Requests from an Individual .....	24
E.	Appealing Decision of Entity to Commissioner of Administration.....	25
<b>X.</b>	<b>Role of the Commissioner of Administration .....</b>	<b>26</b>
<b>XI.</b>	<b>Consequences for not Complying with MGDPA .....</b>	<b>26</b>
<b>XII.</b>	<b>Where More Information Can Be Found .....</b>	<b>26</b>

**FORMS, INSTRUCTIONS and DATA PRACTICES NOTICE**

Non-Disclosure Agreement .....	29
Notice of Rights Tennessee Warning Instruction Guide .....	30
Notice of Rights Sample Format for Tennessee Warning .....	31
Informed Consent Instruction Guide .....	32
Informed Consent for Release of Information .....	33
Data Practices Notice .....	34

<b><u>Appendix A Public Data Request Form, Including Responsible Authority, AData Practices Compliance Official, and Designees</u></b> .....	<b>39</b>
<b><u>Appendix B Data Request by Subject of Data Form, Including Responsible Authority, Data Practices Compliance Official, and Designees</u></b>	

<del>Deleted: Information Disclosure Request 28¶</del>
<del>Deleted: ¶ Appendix A Fee Schedule - Special Rates 35¶</del>
<del>Deleted: Appendix B Minnesota Statutes Chapter 13 ¶ Government Data Practices Act 37¶</del>
<del>¶ Appendix C Chapter 1205 - Department of Administration, ¶ Data Privacy Division, Rules Governing Data Practices 38¶</del>
<del>Deleted: D</del>
<del>Deleted: Authorities</del>
<del>Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act</del>

**Appendix C Fee Schedule ..... 35**

**Deleted: ¶**

**Deleted:** Rev 4/2014, Appendix A, Aitkin County  
Guidelines and Procedures for Minnesota  
Government Data Practices Act

## MINNESOTA GOVERNMENT DATA PRACTICES ACT

### Introduction

These guidelines and procedures provide direction in complying with those portions of the MGDPA that relate to *public access to government data* and to the *rights of subjects of data*.

The public access requirements are:

- The presumption that all government data are public unless classified as not public by state or federal statute;
- The right of any person to know what kinds of data are collected by the government entity and how that data is classified;
- The right of any person to inspect, at no charge, all public government data at reasonable times and places;
- The right of any person to have public data explained in an understandable way;
- The right of any person to get copies of public government data at a reasonable cost;
- The right of any person to an appropriate and prompt response from the government entity when exercising these rights; and
- The right of any person to be informed of the authority by which an entity can deny access to government data.

## A BRIEF OVERVIEW OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The Minnesota Government Data Practices Act regulates the management of all government data that are created, collected, received, or released by a government entity, no matter what form the data are in, or how they are stored or used.

**Briefly, the Act regulates:**

- what data can be collected;
- who may see or get copies of the data;
- the classification of specific types of government data;
- the duties of government personnel in administering the Act;
- procedures for access to the data;
- procedures for classifying data as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Government data is either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart below).

Data on Individuals	Meaning of Classification	Data <i>Not</i> on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

## I. COLLECTION OF GOVERNMENT DATA

### What is the Minnesota Government Data Practices Act?

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

### What are government data?

Government data are all data maintained in any recorded form by government entities, including counties. As long as data are recorded in some way by a government entity, they are government data, no matter what physical form they are in, or how they are stored or used. Government data may be stored on paper forms/records/files, in electronic form, on audio or video tape, on charts, maps, etc. Government data normally do not include mental impressions.

Persons or entities licensed or funded by, or under contract to, a government entity are subject to the MGDPA to the extent specified in the licensing, contract, or funding agreement.

Official records must be kept. MINN. STAT. § 15.17, subd. 1 requires all officers and agencies of the state, and all officers and agencies of the counties, cities, and towns to make and keep all records necessary for a full and accurate knowledge of their official activities. Requirements for collecting, creating, maintaining, storing, and disseminating data are found in MINN. STAT. CH. 13 AND MINN. R. 1205, the Minnesota Government Data Practices Act and Rules. Links for locating the governing statute and rules are shown below.

#### Minnesota Statutes

##### Chapter 13. Government Data Practices

<https://www.revisor.mn.gov/statutes/?id=13>

#### Minnesota Administrative Rules, Chapter 1205, Data Practices

<https://www.revisor.mn.gov/rules/?id=1205>

- A. The collection and storage of public, private, and confidential data on individuals are limited to that necessary for the administration and management of programs specifically authorized or mandated by the state, local governing body, or the federal government.

## B. DEFINITIONS

1. **Data Inventory** - The public document required by MINN. STAT. § 13.025, subd. 1, containing the name of the responsible authority and the individual designee, title and address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the government entity.

Formatted: Justified, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Formatted: Tab stops: 0.63", Left

Deleted: can be found in Appendices B and C.¶

Deleted: Annual Report

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.

2. **Authorized Representative** - The individual, entity, or person authorized to act on behalf of another individual, entity or person. For the purposes of the Act, the authorized representative may include, but is not limited to: (a) in the case of a minor, a parent, or guardian, (see Section IX.B, Notification to Minors); (b) an attorney acting on behalf of an individual when the individual has given written informed consent (see page 32-33); (c) any other individual entity, or person given written authorization by the data subject; or (d) an insurer or its representative, provided that the data subject has given informed consent (see page 32-33) for the release of the information, (e) court appointed guardian/conservator.
3. **Court Order** - The direction of a judge, or other appropriate presiding judicial officer made or entered in writing, or on the record in a legal proceeding.
4. **Data** - All data collected, created, received, maintained, or disseminated by a government entity regardless of its physical form, storage media, or conditions of use, including, but not limited to, paper records and files, microfilm, computer media, or other processes.
5. **Data Subject** - The individual or person about whom the data is created or collected.
6. **Designee** - Any person designated by a responsible authority (a) to be in charge of individual files or systems containing government data and (b) to receive and comply with requests for government data.
7. **Government Entity** – A state agency, statewide system, or political subdivision.
8. **Individual** - A natural person. In the case of a minor or an individual adjudged mentally incompetent, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.
9. **Informed Consent** (see page 32-33) - The written consent that must be given by a data subject to allow disclosure of private data about the individual.
10. **Person** - Any individual, partnership, corporation, association, business trust, or legal representative of an organization.
11. **Political Subdivision** - Any county, statutory or home rule charter city, school district, special district, any town exercising powers under Minn. Stat. 368 and

located in a metropolitan area, and any board, commission, district or authority created pursuant to law, local ordinance, or charter provision. It includes any nonprofit corporation which is a community action agency organized to qualify for public funds, or any nonprofit social service agency which performs services under contract to a government entity to the extent that the nonprofit social service agency or nonprofit corporation collects, stores, disseminates, and uses data on individuals because of a contractual relationship with a government entity.

12. **Representative of the Decedent** - The personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed, or after discharge, the surviving spouse, any child of the decedent, or, if there are no surviving spouse or children, the parents of the decedent.
13. **Requestor** - The individual, entity, or person requesting access and/or copies of the government data.
14. **Responsible Authority - Counties** - Each elected official of the county shall be the responsible authority of the respective office. An individual who is an employee of the county shall be appointed by the County Board to be the responsible authority for any data administered outside the departments of elected officials. For a statewide system, the responsible authority is the commissioner of any state department, or any executive officer designated by statute or executive order as responsible for such system.
15. **Rules** - "The Rules Governing the Enforcement of the Minnesota Government Data Practices Act." Minn. R., Chap. 1205.
16. **State Agency** - The state, the University of Minnesota, and any office, officer, department, division, bureau, board, commission, authority, district, or agency of the state.
17. **Statewide System** - Any recordkeeping system in which government data is collected, stored, disseminated, and used by means of a system common to one or more state agencies or more than one of its political subdivisions or any combination of state agencies and political subdivisions.
18. **Temporary Classification** - An application by a state agency, statewide system, or political subdivision, pursuant to MINN. STAT. § 13.06 which has been approved by the Commissioner of Administration to classify government data not classified by state statute or federal law as either private or confidential for data on individuals, or nonpublic or protected nonpublic for data not on individuals.
19. **Tennessee Warning (see page 30-31)** - Those rights, as contained in Section IX.A, communicated to an individual asked to supply private or confidential data concerning himself or herself.

Deleted: See Appendix C

Deleted: Rev. 4/2014, Appendix A, Atkin County Guidelines and Procedures for Minnesota Government Data Practices Act

## II. CLASSIFICATION OF GOVERNMENT DATA

For the purposes of these guidelines, government data is divided into four types; (a) data on individuals, which is classified as either public, private, or confidential; (b) data not on individuals, which is classified as either public, nonpublic, or protected nonpublic; (c) statistical or summary data derived from data on individuals in which individuals are not identified; and (d) data on decedents. These classifications, the criteria for classification, and the description of who has access are as follows:

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

### A. DATA ON INDIVIDUALS

#### 1. Public Data on Individuals

- a. **Definition:** All data on individuals is public, unless classified as private or confidential.
- b. **Data on Individuals is Public if:**
  - 1) A statute or federal law requires or allows the collection of the data and does not classify the data as private or confidential.
  - 2) An application for Temporary Classification for private or confidential data on individuals is disapproved by the Commissioner of Administration.
  - 3) The data is summary or statistical data derived from data on individuals.
  - 4) Private or confidential data becomes public in order to comply with either judicial or administrative rules pertaining to the conduct of legal action. (For example: Private or confidential data which is presented in court and made public by the court.)
- c. **Access:** All public data on individuals is accessible by any person regardless of their interest in that data.

#### 2. Private Data on Individuals

- a. **Definition:** Private data on individuals is data which is not accessible to the public, but is accessible to the individual subject of the data.
- b. **Tennessee Warning (see page 30-31):** Except for law enforcement investigations, a Tennessee Warning must be given when private data is collected from the subject of the data (Section IX.A describes the Tennessee Warning.)

Deleted: Rev 4/2014, Appendix A, Atkin County Guidelines and Procedures for Minnesota Government Data Practices Act

A Tennessee Warning need not be given when private data is collected from someone other than the subject of the data.

**c. Data on Individuals is Private if:**

- 1) A state statute or federal law expressly classifies the data as not accessible to the public, but accessible to the subject of the data.
- 2) A Temporary Classification of private has been approved by the Commissioner of Administration and has not expired.
- 3) If data is classified as both private and confidential by state or federal law, the data is private.

**d. Access:** Private data on individuals is accessible to:

- 1) The individual subject of the data or the representative as authorized in writing (if the subject is a minor, usually by the subject's parent or guardian).
- 2) Individuals, entities, or persons who have been given express written permission by the data subject. (Section IX.C describes Informed Consent.)
- 3) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
- 4) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that use, storage, and dissemination was not accessible to the public, but accessible to the data subject. Use, storage, and dissemination of this data is limited to the purposes for which it was originally collected.
- 5) Individuals, entities, or persons for which a state, local, or federal law authorizes new use or new dissemination of the data.
- 6) Individuals, entities, or persons subsequent to the collection of the data and subsequent to the communication of the Tennessee Warning, when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.
- 7) Pursuant to a court order.
- 8) Individuals, entities, or persons as otherwise provided by law.

**3. Confidential Data on Individuals**

a. **Definition:** Data on individuals is confidential if it is made by statute or federal law not accessible by the public and not accessible to the individual subject of the data.

b. **Tennessee Warning (see page 30-31):** Except for law enforcement investigations, a Tennessee Warning must be given when confidential data is collected from the subject of the data.

A Tennessee Warning is not given when confidential data is collected from someone other than the subject of the data.

c. **Data on Individuals is Confidential if:**

1) A state or federal statute expressly provides that: (a) the data shall not be available to either the public or to the data subject, or (b) the data shall not be available to anyone except those agencies which need the data for agency purposes.

2) A Temporary Classification of confidential has been approved by the Commissioner of Administration and has not expired.

d. **Access:** Confidential data on individuals is accessible to:

1) Individuals, entities, or persons who are authorized by state, local, or federal law to gain access.

2) Personnel within the entity whose work assignment requires access as determined by the responsible authority, or the designee.

3) Individuals, entities, or persons who used, stored, and disseminated government data collected prior to August 1, 1975, with the condition that the data was not accessible to the individual subject of the data.

4) Individuals, entities, or persons for which a state or federal law authorizes a new use or new dissemination of the data.

5) Individuals, entities, or persons subsequent to the collection of the data and communication of the Tennessee Warning when specifically approved by the Commissioner of Administration, as necessary, to carry out a function assigned by law.

6) Pursuant to a court order.

7) Individuals, entities, or persons as otherwise provided for by law.

**B. PUBLIC, NONPUBLIC, OR PROTECTED NONPUBLIC DATA NOT ON INDIVIDUALS**

**Deleted:** Rev. 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

## 1. Public Data Not on Individuals

- a. **Definition:** Public data not on individuals means data not on individuals which is accessible to the public.
- b. **Data Not on Individuals is Public if:**
  - 1) A statute or federal law does not expressly classify the data as not public.
  - 2) An application for Temporary Classification for data as nonpublic or protected nonpublic is not approved by the Commissioner of Administration.
  - 3) A statute requires the data to be made available to the public.
- c. **Access:** Public data not on individuals is accessible to any person regardless of their interest in the data.

## 2. Nonpublic Data Not on Individuals

- a. **Definition:** Nonpublic data not on individuals means data which is not public, but is accessible to the subject of the data, if any. As used here, the subject of the data means a person as defined in Section I.C., paragraph 10.
- b. **Data Not on Individuals is Nonpublic if:**
  - 1) A state statute or federal law classifies the data as not public, but accessible to the subject of the data, if any.
  - 2) A Temporary Classification of data as nonpublic has been approved by the Commissioner of Administration.
- c. **Access:** Nonpublic data not on individuals is accessible to:
  - 1) The subject of the data, if any.
  - 2) Personnel within the entity whose work assignment requires access as determined by the responsible authority or designee.
  - 3) Individuals, entities, or persons authorized by statute or federal statute to gain access.
  - 4) It is reasonable to conclude that access to the data should be limited to entities or persons who have the legal authority to do so, and to entity staff on a need-to-know basis, that a representative of the organization which is the subject of the data may access the nonpublic data and may consent to its release.

5) Pursuant to court order.

6) Individuals, entities, or persons as otherwise provided by law.

### 3. Protected Nonpublic Data Not on Individuals

a. **Definition:** Protected nonpublic data not on individuals means data which is not public and not accessible to the subject of the data, if any. As used here, the subject data means a person as defined in Section I.C., paragraph 10.

b. **Data Not on Individuals is Protected Nonpublic if:**

1) A state statute or federal law classifies the data as not accessible to the public and not accessible to the data subject.

2) A Temporary Classification of government data as protected nonpublic has been approved by the Commissioner of Administration.

c. **Access:** Protected nonpublic data not on individuals is accessible to:

1) Personnel within the entity whose work assignment requires access as determined by the responsible authority or the designee.

2) Individuals, entities, or persons authorized by statute or federal law to gain access.

3) Pursuant to a court order.

4) Individuals, entities, or persons as otherwise provided by law.

### C. SUMMARY DATA

1. **Definition:** Summary data means statistical records and reports derived from data on individuals, but in which the individuals are not identified and neither their identities nor other characteristics that could uniquely identify the individual is ascertainable.

2. **Data is Summary Data if:**

a. All data elements that could link the data to a specific individual have been removed; AND,

b. Any list of numbers or other data which could uniquely identify an individual is separated from the summary data and is not available to persons who gain

access to or possess summary data.

3. **Access:** Unless classified by a Temporary Classification, summary data is public and may be requested by and made available to any individual or person, including a governmental entity.

#### D. DATA ON DECEDENTS

##### 1. Private Data on Decedents

a. **Definition.** Upon death, private and confidential data on an individual shall become, respectively, private data on decedents and confidential data on decedents.

b. **Access:**

- 1) Access is available to the personal representative of the estate during the administration or if no personal representative, the surviving spouse, any child of the decedent, or if no spouse or children, to the parent of the decedent.
- 2) A trustee appointed in a wrongful death action also has access to appropriate private data on decedents concerning the data subject.

##### 2. Confidential Data on Decedents.

a. **Definition.** Confidential data on decedents means data which, prior to the death of the data subject, was classified by statute, federal law, or temporary classification as confidential data.

b. **Access.** Access to the data is the same as access to confidential data on individuals.

c. The representative of the decedent may exercise all rights which are conferred by the Act on individuals who are the subjects of confidential data, in the case of confidential data on decedents.

3. Release of private data on a decedent or confidential data on a decedent may also be obtained from a court following the procedure outlined in the statute. Any person may bring an action in the district court located in the county where the data is being maintained or, in the case of data maintained by state agency, in any county, to authorize release of private data on decedents or confidential data on decedents. The court must examine the data and consider whether the harm to the surviving spouse, children, or next-of-kin of the decedent, the harm to any other individual identified in the data, or the harm to the public outweighs the benefit to the person bringing the action or the benefit of the public.

4. Private data on decedents and confidential data on decedents shall become public when ten years have elapsed from the actual or presumed death of the individual and 30 years have elapsed from the creation of the data. For purposes of this determination, an individual is presumed to be dead if either 90 years elapsed since the creation of the data, or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if readily available data indicates that the individual is still living.

### III. REQUEST FOR GOVERNMENT DATA

Refer to Section V, and Information Disclosure Request form (see page 28) when copies are requested. No fee shall be charged for the actual costs of retrieving data or for viewing data.

- A. REQUEST FOR DATA - GENERAL** - Upon request to the responsible authority or designee, an authorized person shall be permitted to inspect government data at reasonable times and places, and if the party requests, they shall be informed of the meaning of the data. If the data requested is public data, no form is necessary. Upon request, public data may be disclosed over the telephone.

Regardless of where the data originates, if it is in your possession, it is government data and subject to the access provisions of the law.

The Information Disclosure Request form (see page 28) shall be completed for all requests by the public for government data which is classified as other than public.

### B. REQUESTS FOR DATA ON INDIVIDUALS BY THE DATA SUBJECT

1. Upon request and when access or copies are authorized, the designee shall provide copies of the private or public data on an individual to the subject of the data or authorized representative. See Minn. R. 1205.0500 if data subject is a minor.
2. The designee shall comply immediately, if reasonably possible, or within ten (10) working days of the date of request, if immediate compliance is not reasonably possible.
3. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months, unless a dispute or action is pending (concerning accuracy of data), or additional information has been obtained on that individual.

### C. REQUESTS FOR SUMMARY DATA

1. Unless classified by a Temporary Classification, summary data derived from

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Deleted: 1

Deleted: Rev. 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

private or confidential data on individuals is public and the responsible authority or designee shall provide the summary data upon the written request of any individual or person.

2. Within ten (10) days of receipt of such request, the responsible authority or designee shall inform the requestor of the costs of preparing the summary data, if any.
3. The responsible authority or the designee shall:
  - a. Provide the summary data requested **OR**
  - b. Provide a written statement to the requestor describing a time schedule for preparing the requested data, including reasons for any delays; **OR**
  - c. Provide access to the requestor to the private or confidential data so that the requestor can compile the summary data. Such access will be provided only when the requestor signs a non-disclosure agreement (see page 29); **OR**
  - d. Provide a written statement to the requestor stating reasons why the requestor's access would compromise the private or confidential data.
4. A non-disclosure agreement (see page 29) is used to protect the confidentiality of government data when the requestor of the summary data prepares the summary by accessing private or confidential data on individuals. A non-disclosure agreement shall contain at least the following:
  - a. A general description of the private or confidential data which is being used to prepare summary data.
  - b. The purpose for which the summary data is being prepared.
  - c. A statement that the requestor understands that the requestor may be subject to the civil or criminal penalty provisions of the Act.
  - d. The signature of the requestor and the responsible authority, designee, or representative.

#### **D. REQUESTS FOR GOVERNMENT DATA BY OTHER GOVERNMENT AGENCIES.**

1. A responsible authority shall allow another responsible authority access to data classified as private, confidential, nonpublic, or protected nonpublic only when the access is authorized or required by state or federal statute.
2. An agency that supplies government data under this section may require the requesting agency to pay the actual cost of supplying the data when the requested

Deleted: (WACO 1303)

Deleted: Rev. 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

data is not provided in the normal course of business and not required by state or federal statute.

3. In most cases, data shall have the same classification in the hands of the agency receiving it as it had in the agency providing it, unless the classification is required to change to meet judicial or administrative requirements. When practical and necessary, the agency providing the requested information shall indicate the classification of the information.
4. When practical and necessary, the requesting agency not listed on the Tennessee Warning (see page 30-31) shall obtain the informed consent (see page 32-33) from the data subject(s) for information classified as private or confidential.

Deleted: 32

#### E. HOW DATA PRACTICES APPLIES TO CONTRACTUAL LICENSING AND FUNDING RELATIONSHIP WITH GOVERNMENT ENTITIES.

1. Pursuant to MINN. STAT. § 13.05, subd. 6, if a person **receives not public data on individuals from a government entity because that person has a contract with that entity**, the person must administer the data in a manner that is consistent with the MGDPA.
2. Pursuant to MINN. STAT. § 13.05, subd. 11, if a private person **collects, receives, stores, uses, maintains or disseminates data because the person has a contract with a government entity to perform any of the entity's functions**, all of the data are subject to the requirements of the MGDPA and the contractor must comply with the MGDPA requirements. The contractor may be sued under Sec. 13.08, civil remedies. The contract must clearly inform the contractor of these responsibilities.
3. Pursuant to Minn. Stat. § 13.02, subd. 11, if the data is **collected by a nonprofit social services entity which performs services under contract to a government entity**, and the data is collected and used because of that contract, access to the data is regulated by the MGDPA.
4. If a third party is **licensed by a government entity and the licensure is conditioned upon compliance with the MGDPA, or if the party has another type of contract with a government entity**, the party is subject to the MGDPA to the extent specified in the contract or the licensing agreement.

#### IV. INFORMATION DISCLOSURE REQUEST FORM (see page 28).

- A. **INFORMATION DISCLOSURE REQUEST.** The Information Disclosure Request provides a record of the requestor identification information and the government data requested, as well as the action taken by the responsible authority, or the designee, and any financial transaction which occurs.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

**B. WHEN COMPLETED.** The Information Disclosure Report should be completed for all requests by the public for government data classified as private, confidential, nonpublic, and protected nonpublic and for all requests by other government agencies for which the not public data is not routinely shared or provided in the normal course of business.

**V. FEES FOR COPIES OF GOVERNMENT DATA.**

Pursuant to the Minnesota Government Data Practices Act and Aitkin County Board resolution and unless otherwise provided for by federal law, state statute or rule, fees for copies of government data shall be determined by departments based on the costs of providing such service as set forth in Section V.E. Fees shall be reasonable and consistent. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

**NOTE: FEES SHALL NOT BE CHARGED TO THOSE INDIVIDUALS WHO ONLY WISH TO VIEW DATA.**

**NOTE: FEES MAY NOT BE CHARGED FOR SEPARATING PUBLIC FROM NONPUBLIC DATA.**

**A. COPIES PROVIDED AT NO CHARGE.** When access is authorized, copies may be provided at no charge:

1. When another government agency or responsible authority requires or requests the record/document copies as part of the administration and management of an authorized program and the copies are usually provided as part of the normal course of business.
2. When records, documents, brochures, pamphlets, books, reports, or other similar publications are produced for free distribution to the public. A charge may be assessed if an individual request exceeds normal distribution.
3. When the court orders the requesting party to proceed in forma pauperis.

**B. COPIES PROVIDED WITH CHARGE.** When access is authorized, copies shall be provided at the applicable rate in the following circumstances:

Deleted: Flat Rate or Special Rate

1. Other government agencies or responsible authorities who require or request record documents or publication copies which are not usually provided or reproduced as part of the normal course of business.
2. Records, documents, brochures, pamphlets, books, reports, or other similar publications that are not normally provided or reproduced for distribution to the public.
3. Public data on individuals and public data not on individuals, particularly when the

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

requestor is not the subject of the data.

**C. COPYING FEES.** Copying fees shall be charged in accordance with the Fee Schedule for those records, documents, and publications covered in Section B above.

1. When copies are mailed, postage costs shall be added to the rates listed in Appendix B, unless alternative arrangements have been made.

**D. COLLECTION OF COPYING FEES.** Fees shall be collected before releasing copies unless prior arrangements have been made.

**E. FEE SCHEDULE.**

See Appendix B

**F. DISPOSITION OF FEES.** Copying fees collected shall be deposited in the appropriate account with the county treasurer.

**VI. ASSIGNMENT OF DESIGNEE.**

The responsible authority may assign, in writing, one or more designees. The designee is the person in charge of individual files or systems containing government data and who receives and complies with the requests for government data. Additionally, the designee shall implement the provisions of the Act, the rules, and these guidelines and procedures as directed by the responsible authority. All duties outlined as duties of the responsible authority may be delegated to the designee.

**VII. DUTIES OF THE RESPONSIBLE AUTHORITY OR DESIGNEE.**

**A. DATA INVENTORY**

1. The responsible authority shall prepare an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity. Forms used to collect private and confidential data may be included in the inventory.
2. The responsible authority shall update the inventory annually and make any changes necessary to maintain the accuracy of the inventory.
3. The responsible authority shall supply the document to the Commissioner of Administration, State of Minnesota, if requested by the Commissioner.

**B. PROCEDURES FOR DISSEMINATION OF DATA.**

1. The responsible authority shall ensure that each department establishes procedures to manage the dissemination of data. Collection, storage, use, and

**Deleted:** at the Flat Rate or the Special Rate

**Deleted:** ¶  
<#>The Flat Rate shall be charged for all requested records, documents, and publications which are not otherwise identified in the Fee Schedule under Appendix A. The current Flat Rate to be charged is contained in Section E. The Flat Rate will be reviewed annually and updated, as necessary.¶

¶  
<#>A Special Rate will be charged for copies of requested records, documents, and publications which are listed in Appendix A by the department in which they are available.¶

**Deleted:** Section E

**Deleted:** FAX 25 cents per page¶  
COPY FLAT RATE 10 cents per page¶  
SPECIAL RATES See Appendix A

**Formatted:** Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

**Formatted:** Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

**Deleted:** PRACTICES ANNUAL REPORT.

**Formatted:** Font: 12 pt, Font color: Auto

**Formatted:** Level 3, Indent: Left: 0.63", Numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Tab after: 2" + Indent at: 2", Tab stops: -0.5", Left + Not at 2"

**Deleted:** The responsible authority shall prepare a public document on data categories. The public document will contain the responsible authority's name, title, address, and description of each category of record, file, or process relating to private or confidential data maintained by the state agency, statewide system, or political subdivision.¶

**Deleted:** The public document shall be updated annually

**Deleted:** Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

dissemination of private and confidential data shall be limited to what is necessary for the administration and management of programs authorized or mandated by the state, local governmental body, or the federal government.

2. Data cannot be collected, stored, used, or disseminated for any purpose other than the purpose stated to the individual when the data was originally collected unless:
  - a. The data was collected prior to 1975, in which case the data can be used for the original purpose for which it was collected or for an additional purpose approved by the Commissioner of Administration.
  - b. There is specific authorization for the use in state, local, or federal law.
  - c. The additional use has been approved by the Commissioner of Administration, as necessary, to carry out a function designated by law.
  - d. The individual data subject has given an informed consent for the additional use of the data (see Informed Consent, Section IX., subd. C).

#### C. DATA PROTECTION.

The responsible authority shall establish procedures to assure that all data on individuals is accurate, complete, and current for the purpose for which it was collected, and establish appropriate security safeguards for all records containing data on individuals.

### VIII. ACCESS TO GOVERNMENT DATA

#### A. WHO CAN MAKE A DATA REQUEST?

Anyone may exercise the right to access public government data by making a data request.

#### B. TO WHOM MUST A DATA REQUEST BE MADE?

1. A data request must be made to the responsible authority or to the appropriate designee(s).
2. The responsible authority for an entity must prepare summary data upon the request of any person if the request is in writing and the requestor pays for the cost to prepare the data.
3. The responsible authority may delegate the preparation of summary data to anyone outside of the entity, including the requestor, if
  - a. That person's purpose is set forth in writing and the person agrees not to

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Deleted: Rev 4/2014, Appendix A, Atkin County Guidelines and Procedures for Minnesota Government Data Practices Act

release any of the private or confidential data used to prepare the summary data; and

- b. If the entity reasonably determines that the access will not compromise private or confidential data on individuals.
4. The entity may require the requestor to prepay the cost of preparing summary data.

## IX. RIGHTS OF DATA SUBJECT

### A. TENNESSEN WARNING - Rights of Subjects of Data (see page 30-31)

1. Except for law enforcement investigations, every department that collects private and confidential data from an individual concerning that individual shall, prior to collecting the data, inform the individual of their rights as a subject of data. The notice must be given whenever:
- a. A government *entity requests data*;
  - b. The data is requested from an *individual*;
  - c. The data requested are *private or confidential*; **and**,
  - d. The data is *about the individual* from whom it is requested.

All four of these conditions must be present before a Tennessean warning notice (see page 30-31) must be given. These rights are referred to as the Tennessean Warning.

A Tennessean Warning is not required when private and confidential data is collected from an individual who is not the subject of the data.

2. The Tennessean Warning consists of the following information that must be communicated to the individual from whom private or confidential data concerning the individual is collected.
- a. The purpose and intended use of the data. This is why the data are requested and how they will be used within the collecting entity.
  - b. Whether the individual may refuse, or is legally required to supply the data. The subject has the right to know whether or not she/he is required by law to provide the data requested.
  - c. Any consequences to the individual of either supplying or refusing to supply the data. The entity is required to state the consequences known to the entity at the time when the notice is given; **and**

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Deleted: Rev. 4/2014, Appendix A, Atkin County Guidelines and Procedures for Minnesota Government Data Practices Act

- d. The identity of other persons or entities that are authorized by law to receive the data. The notice must specifically identify recipients that are known to the entity at the time the notice is given.

NOTE: In accordance with the Federal Privacy Act of 1974, any federal, state, or local agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

- 3. Tennesen Warnings may be either oral or written.
  - a. An oral communication. This is not the preferred method of communicating the Tennesen Warning. However, it may be necessary under some circumstances. If an oral communication is necessary, the specific language communicated must be in written form and contained in the departmental data practices procedures and the situation documented.
  - b. A written communication requiring the signature of the data subject (i.e., a signature attesting that the individual from whom private or confidential data is collected has read and understands their rights pertaining to the requested data). The Tennesen Warning may be included on the form that collects the private or confidential data.
- 4. A sample format for a Notice of Rights Tennesen Warning is on page 31.

Deleted: 32

## B. NOTIFICATION TO MINORS

A minor has the right to request that the entity withhold private data about her/him from the parent or guardian. The entity may require that the request be in writing. A written request must include the reasons for withholding the data from the parents and must be signed by the minor.

Upon receipt of the request, the responsible authority must determine whether honoring the request is in the best interests of the minor. The responsible authority must consider, at a minimum:

- 1. Whether the minor is old and mature enough to explain the reasons for the request and to understand the consequences of making the request;
- 2. Whether denying access to the data may protect the minor from physical or emotional harm;
- 3. Whether there is a reason to believe that the minor's reasons for denying access to the parent(s) are reasonably accurate; and

Deleted: Rev. 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

4. Whether the nature of the data is such that disclosing the data to the parents could lead to physical or emotional harm to the minor. Minn. Rule 1205.0500 contains the procedures for the release of data about minors.

**C. INFORMED CONSENT (see page 32-33)**

1. Private data on individuals may be used by and disseminated to any individual or person by the responsible authority, or the designee, if the individual subject or subjects of the data have given their informed consent.

**NOTE:** Informed consent cannot authorize a new purpose or a new use of confidential data on individuals.

2. Private data may be used by and disseminated to any entity (e.g., political subdivision, government agency, etc.) if the individual subject or subjects have given their informed consent.
3. All informed consents shall be in writing. (See page 32-33)
4. Informed consent shall not be deemed to have been given by an individual subject of the data by the signing of any statement authorizing any person or agency to disclose information about the individual to an insurer or its authorized representative, unless the statement is:
  - a. In plain language;
  - b. Dated;
  - c. Specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. Specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. Specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. Specific as to the purpose or purposes for which the information may be used by any of the parties named in clause (e), both at the time of the disclosure and at any time in the future; and
  - g. Specific as to its expiration date which should be within a reasonable period of time, not to exceed one year, except in the case of authorizations given in connection with applications for life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy.

5. The informed consent for the disclosure of alcohol and drug abuse patient records may be made only if the consent is in writing and expressly states the fact that the request is for alcohol or drug abuse patient records. It should contain the following:

- a. The name of the program which is to make the disclosure;
- b. The name or title of the person or organization to which disclosure is to be made;
- c. The name of the patient;
- d. The purpose or nature of information to be disclosed;
- e. The extent or nature of information to be disclosed;
- f. A statement that the consent is subject to revocation at any time, except to the extent that action has been taken in reliance thereon, and a specification of the data, event, or condition upon which it will expire without express revocation;
- g. The date on which the consent is signed; and
- h. The signature of the patient and, when required, of a person authorized to give consent.

6. A sample format is on page 33.

Deleted: 34

**D. PROCEDURES FOR COMPLYING WITH DATA REQUESTS FROM AN INDIVIDUAL**

The responsible authority shall ensure that each department establishes procedures to comply with requests for government data in an appropriate and prompt manner.

- 1. Upon request to the responsible authority, an individual shall be informed whether they are the subject of stored data on individuals, and whether it is classified as public, private, or confidential.
  - a. The responsible authority shall provide access to the private or public data upon request by the individual subject of the data.
  - b. An individual may contest the accuracy, current status, or completeness of public or private data. If the individual notifies the responsible authority in writing as to the nature of the disagreement with the data, the responsible authority shall, within 30 days, either correct the data and attempt to notify past recipients of inaccurate, incomplete, or out of date data, including recipients named by the individual, or notify the individual that the responsible authority

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

believes the data to be correct. Subsequently, data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

2. The responsible authority shall prepare a public document, setting forth in writing the rights of the data subject and specific procedures in effect in the county for access by the data subject to public or private data on individuals.
  - a. When a request is denied, the responsible authority must inform the requestor orally at the time of the request, and in writing, as soon thereafter as possible, and shall cite the statute, temporary classification, or federal law on which the determination is based.
  - b. The responsible authority shall require the requestor to pay the actual costs of making and certifying copies of the data requested, except those exempted in Section V., subd. A. The requestor may not be charged for separating private or confidential data from public data.
  - c. The responsible authority shall inform the requestor of the data's meaning, if asked to do so.

**E. IF AN ENTITY DETERMINES THAT CHALLENGED DATA ARE ACCURATE AND/OR COMPLETE, AND THE DATA SUBJECT DISAGREES WITH THAT DETERMINATION, THE SUBJECT HAS THE RIGHT TO APPEAL THE ENTITY'S DETERMINATION TO THE COMMISSIONER OF ADMINISTRATION.**

1. The subject has the right to take this step *only* after both the subject and the entity have properly completed all the steps in the data challenge process. The subject may appeal only the entity's determination about the accuracy and/or completeness of data.
2. The requirements for filing an appeal are set out at Minnesota Rules Section 1205.1600.
3. Procedure when data is not accurate or complete.
  - a. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify, in writing, the responsible authority describing the nature of the disagreement. The responsible authority shall, within 30 days, either:
    - 1) Correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or

- 2) Notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
4. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act, MINN. STAT. § 14.57 to 14.62 and Minn. R. 1205.1600, relating to contested cases. Upon receipt of an appeal by an individual, the commissioner of administration shall, before issuing the order and notice of a contested case hearing required by Chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
    - a. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a state government entity without regard to the requirements of Section 138.17.
    - b. After completing, correcting, or destroying successfully challenged data, a state agency, political subdivision, or statewide system may retain a copy of the Commissioner of Administration's order issued under Chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

#### X. ROLE OF THE COMMISSIONER OF ADMINISTRATION.

- A. Pursuant to Section 13.06, subdivision 6a, the Commissioner of the Minnesota Department of Administration is given the authority to approve new uses and disseminations of private and confidential data on individuals.
- B. Section 13.06 of the Minnesota Government Data Practices Act (MGDPA) gives to the Commissioner certain powers with regard to approving temporary classifications of data.
- C. Section 13.072 of the MGDPA gives the Commissioner authority to issue advisory opinions concerning the rights-of-data-subjects and the classification of government data. Commissioner's opinions may be found on the World Wide Web at [www.ipad.state.mn.us](http://www.ipad.state.mn.us)

#### XI. CONSEQUENCES FOR NOT COMPLYING WITH THE MGDPA.

- A. Pursuant to Section 13.08 of the MGDPA, a government entity may be sued for violating any of the Act's provisions.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Deleted: Rev 4/2014, Appendix A, Ankin County Guidelines and Procedures for Minnesota Government Data Practices Act

B. Section 13.09 provides criminal penalties and disciplinary action as extreme as dismissal from public employment, for anyone who willfully (knowingly) violates a provision of the MGDPA.

**XII. WHERE MORE INFORMATION CAN BE FOUND.**

A. *Government entities always must look to their legal advisor(s) for guidance and legal advice on data practices issues.* Only the legal advisor for an entity has the authority and responsibility to provide specific legal advice about the provisions of the MGDPA, and other laws, as they relate to that entity.

1. Minnesota Statutes Chapter 13 (the MGDPA) may be found on the website of the Revisor of Statutes at: [www.leg.state.mn.us/leg/statutes.asp](http://www.leg.state.mn.us/leg/statutes.asp).

2. Minnesota Rules, Chapter 1205, The Rules Governing Data Practices, promulgated by the Minnesota Department of Administration, also may be found at the website of the Revisor of Statutes at: [www.revisor.leg.state.mn.us/arule/1205](http://www.revisor.leg.state.mn.us/arule/1205).

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: I, II, III, ... + Start at: 1 + Alignment: Right + Aligned at: 0.05" + Tab after: 0.18" + Indent at: 0.18"

Formatted: Heading 3, Centered, Tab stops: Not at 6.44"

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

**AITKIN COUNTY**

**Non-Disclosure Agreement**

Deleted: AITKIN COUNTY  
INFORMATION DISCLOSURE REQUEST  
FOR  
PRIVATE, CONFIDENTIAL  
NONPUBLIC OR PROTECTED NONPUBLIC  
DATA  
I, ... [1]

1. General description of the private or confidential data which is being used to prepare summary data:

2. Purpose for which summary data is being prepared:

3. I, \_\_\_\_\_, representing \_\_\_\_\_  
have requested the data described above and for the purposes stated and fully understand that I may be subject to the civil or criminal penalty provision of the Minnesota Data Practices Act in the event that the private or confidential data is disclosed.

Minn. Stat. § 13.09. Any person who willfully violates the provisions of Minnesota Statutes Chapter 13, or any rules adopted or regulation promulgated there under is guilty of a misdemeanor. Any willful violation of Minnesota Statutes Chapter 13 by any public employee constitutes just cause for suspension without pay or dismissal of the public employee.

Deleted: thereunder

\_\_\_\_\_  
Requestor of Data Date

\_\_\_\_\_  
Responsible Authority/Designee Date

O:\AllForms\Attorney\Non-DisclosureAgreement.doc

**THE NOTICE OF RIGHTS TENNESSEN WARNING**

Deleted: Rev. 4/2014, Appendix A, Aitkin County  
Guidelines and Procedures for Minnesota  
Government Data Practices Act

**INSTRUCTION GUIDE**

**Minnesota Statutes Section 13.04, subdivision 2**

<p>The notice must be given when:</p>	<ol style="list-style-type: none"> <li>1. An individual</li> <li>2. Is asked to supply</li> <li>3. Private or confidential data</li> <li>4. Concerning self</li> </ol> <p>All four conditions must be present to trigger the notice requirement.</p>
<p>Statements must be included from the individual that inform the individual:</p>	<ul style="list-style-type: none"> <li>• Why the data is being collected and how the entity intends to use the data;</li> <li>• Whether the individual may refuse or is legally required to supply the data;</li> <li>• Any consequences to the individual of either supplying or refusing to supply the data; and</li> <li>• The identity of other persons or entities authorized by law to receive the data.</li> </ul>
<p>Consequences of giving the notice are:</p>	<p>Private or confidential data on individuals may be collected, stored, used, and released as described in the notice without liability to the entity.</p>
<p>Consequences on <i>not</i> giving the notice are:</p>	<p>Private or confidential data on individuals cannot be collected, stored, used, or released for any purposes other than those stated in the notice unless:</p> <ul style="list-style-type: none"> <li>• The individual subject of the data gives informed consent;</li> <li>• The Commissioner of Administration gives approval; or</li> <li>• A state or federal law subsequently authorizes or requires the new use or release.</li> </ul>

O:\AllForms\Attorney\NoticeOfRights-Tennessee Warning.dot

**“NOTICE OF RIGHTS”**

**Deleted:** Rev. 4/2014, Appendix A, Atkin County Guidelines and Procedures for Minnesota Government Data Practices Act

**SAMPLE FORMAT FOR TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Aitkin County is required to inform you of your rights as they pertain to the private information collected from you. Your personal information we collect from you is private. Access to this information is available only to you and the agency collecting the information and other statutorily authorized agencies, unless you or a court authorize its release.

The Minnesota Government Data Practices Act requires that you be informed that the following information, which you are asked to provide, is considered private.

\_\_\_\_\_  
The purpose and intended use of the requested information is:

\_\_\_\_\_  
Authorized persons or agencies with whom this information may be shared include:

\_\_\_\_\_  
Furnishing the above information is voluntary, but refusal to supply the requested information will mean:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

- A. Enter the complete name and address of the entity that maintains the information. Include any relevant program names, staff names, titles and telephone numbers.
- B. Identify, as specifically as possible, the reports, record names, or types of information or records that will be released.
- C. Identify the entity or agencies to which the information will be released. Include the name and address of the entity. Include relevant staff names and titles. Be specific.
- D. Describe specifically and completely the purpose(s) for seeking the client's informed consent and the new use(s) to which the information will be put.
- E. Describe specifically and completely the known consequences of releasing the information.  
  
Describe specifically and completely the known consequences of *not* releasing the information.
- G. Instruct the person to sign the consent and enter the date on which the consent is signed.
- H. As a general rule, a parent or guardian's signature should be obtained when the subject is under the age of 18 or has a legally appointed guardian; however, specific requirements for obtaining consent to release data in these circumstances vary. **Instructions for completing this portion of the form within your particular entity should be developed in consultation with the County Attorney's office.**

O:\AllForms\Attorney\InformedConsent.doc

**Deleted:** Rev 4/2014, Appendix A, Atkin County  
Guidelines and Procedures for Minnesota  
Government Data Practices Act

**INFORMED CONSENT FOR THE RELEASE OF INFORMATION**

I, \_\_\_\_\_  
*(Name of individual authorizing release)*

authorize \_\_\_\_\_  
*(Name of individual, entity, or person holding record)*

to disclose  
to \_\_\_\_\_  
*(Name of individual, entity, or person to receive the information)*

the following information:

\_\_\_\_\_

for the purpose of:

\_\_\_\_\_

I understand that my records are protected under state and/or federal privacy laws and cannot be disclosed without my written consent unless otherwise provided for by state or federal law. I understand that once this data is released that it may be subject to further disclosure without my written consent. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event, this consent expires automatically in one year or as described below, whichever is earlier.

Specification of the date or condition upon which this consent expires:

\_\_\_\_\_

Executed  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_

*(Signature of individual authorizing release)*

\_\_\_\_\_

*(Signature of witness)*

\_\_\_\_\_

*(Signature of parent, guardian, or  
authorized representative, when required)*

## DATA PRACTICES NOTICE

I have been subpoenaed to testify before this court. I have been advised by the Office of the Aitkin County Attorney to provide the following information to the Court.

"The data I have been requested to provide includes data which is classified as private data as defined by Minn. Statute Chapter 13, the Minnesota Government Data Practices Act. Pursuant to Minnesota Statute 13.03 and Minnesota Rule 1205.0100, Subp. 5, the Court's attention is called to this classification. The Data Practices Act requires that I may disclose this data only if the data subject has given written consent, a statute allows disclosure, or a court orders disclosure. If this court orders me to provide this private data, I will do so."

O:\A\Forms\Attorney\dpnotice dot

Deleted: ¶ DATA PRACTICES¶ ¶ FEE SCHEDULE¶ FOR FAXING AND PHOTOCOPYING¶ (COUNTY AND NON-COUNTY MATERIALS)¶ ¶ (Includes tax, if appropriate)¶ ¶ Fax: \$1.00 per page¶ ¶ International Fax Fee: \$7.00 first page¶ \$4.00 per page for additional pages¶ ¶ Photocopies: \$ .10 per page 8 ½" x 11" and 8 ½" x 14"¶ \$ .20 per page 11" x 17"¶ \$ .70 per page 8 ½" x 11" and 8 ½" x 14" color copy¶ \$1.00 per page 11" x 17" color copy¶ ¶ For copies in excess of 100 pages of letter or legal sized black and white documents, actual charges may be required if they exceed the per page charge – Minnesota Statute 13.03, Subd. 3(c).¶ ¶ Fast Fax No Charge¶ (Electronic Fax of AS400 Data)¶ ¶ Central Services Photocopies: The charge for bulk copying for outside agencies is 10% above the normal fee schedule for county department copying.¶ ¶ Also see: – Fee Schedule - County Department Fees¶ ¶ ¶ APPENDIX B¶ MINNESOTA¶ GOVERNMENT DATA PRACTICES ACT¶ ... [2]
Formatted: Left
Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

Deleted: December 14, 2010¶

Deleted: ¶  
¶  
Formatted: Left, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Deleted: Rev 4/2014, Appendix A, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

### **Right to Access Public Data Appendix A**

According to the Data Practices Act (Minnesota Statutes, Chapter 13), all government data are presumed to be public unless a state or federal law says otherwise. Government data is a term that means all the recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

The Data Practices Act also provides that Aitkin County must keep all government data in a way that makes it easy for you, as a member of the public, to access. You have the right to look at all public data that we keep, free of charge; to get copies of public data, for which the Data Practices Act allows us to charge; and to look at the data, free of charge, before deciding to request copies.

### **How to Make a Data Request**

To look at data or request copies of data that Aitkin County keeps, you must make a request directly to the department that maintains the data you are requesting. You may make your request by phone; or by mail, fax, or email using the Data Request Form (attached).

If you choose not to use the data request form, your request should include the following:

- State that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- Indicate whether you would like to look at the data, get copies of the data, or both; and
- Provide a clear description of the data you would like to inspect or have copied.

Aitkin County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you, such as your name and address. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. However, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

### **How We Respond to a Data Request**

Upon receiving your request, we will begin to process it.

- If we do not have the data, we will notify you as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible, and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and within a reasonable amount of time, by doing one of the following:
  - o arrange a date, time, and place for you to inspect data, at no charge, if your request is to look at the data, or
  - o provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM), upon request, if we keep the data in electronic format. Information about copy charges can be found in the County's current fee schedule, located on the County website. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form

or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

**Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifying information from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Aitkin County will prepare summary data if you make your request in writing – you may use the Data Request Form attached – and pay for the cost of creating the data. We will respond within ten business days of receiving your written request with details of when the data will be ready, and how much we will charge for the data.

**Data Practices Contacts**

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

Office	Responsible Authority, Data Practices Compliance Official and Designees
County Attorney	Jim Ratz, County Attorney <i>Designee: Lisa Rakotz, Sr. Assistant County Attorney</i> 217 2 <sup>nd</sup> Street NW, Room 231, Aitkin, MN 56431 218-927-7347; Fax 218-927-7365 jratz@co.aitkin.mn.us
County Auditor	Kirk Peysar, County Auditor <i>Designee: Donna Boyer, Financial Assistant</i> 209 2 <sup>nd</sup> Street NW, Room 202, Aitkin, MN 56431 218-927-7354; Fax 218-927-7324 kpeysar@co.aitkin.mn.us
County Recorder	Diane Lafferty, County Recorder <i>Designee: Roxy Hoppe, Chief Deputy Recorder</i> 209 2 <sup>nd</sup> Street NW, Room 205, Aitkin, MN 56431 218-927-7336; Fax 218-927-7324 dlafferty@co.aitkin.mn.us
County Treasurer	Lori Grams, County Treasurer <i>Designee: Julie Hughes, Chief Deputy Treasurer</i> 209 2 <sup>nd</sup> Street NW, Room 203, Aitkin, MN 56431 218-927-7325; Fax 218-927-7357 lgrams@co.aitkin.mn.us
Sheriff	Scott Turner, County Sheriff <i>Designee: John Drahota, Undersheriff</i> 217 2 <sup>nd</sup> Street NW, Room 185, Aitkin, MN 56431 218-927-7435; Fax 218-927-7359 scott.turner@co.aitkin.mn.us

**Deleted:** Rev. 4/2014, Appendix B, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

All other County offices

Responsible Authority and Data Practices Compliance Official:  
[vacant], County Administrator  
217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431  
218-927-7276; Fax 218-927-7374  
[vacant] @co.aitkin.mn.us

Designees:

Assessor's Office

Mike Dangers, County Assessor  
209 2<sup>nd</sup> Street NW, Room 111, Aitkin, MN 56431  
218-927-7327, Fax 218-927-7379  
mike.dangers@co.aitkin.mn.us

Environmental Services / Planning & Zoning Department

Terry Neff, Environmental Services Director  
209 2<sup>nd</sup> Street NW, Room 100, Aitkin, MN 56431  
218-927-7342; Fax 218-927-4372  
tneff@co.aitkin.mn.us

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.  
217 2<sup>nd</sup> Street NW, Room 131, Aitkin, MN 56431  
218-927-7305; Fax 218-927-7374  
rwagner@co.aitkin.mn.us

Health and Human Services Department

Tom Burke, HHS Director  
204 1<sup>st</sup> Street NW, Aitkin, MN 56431  
218-927-7200; Fax 218-927-7461  
tom.burke@co.aitkin.mn.us

Highway Department

John Welle, County Engineer  
1211 Air Park Drive, Aitkin, MN 56431  
218-927-3741; Fax 218-927-2356  
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Manager  
217 2<sup>nd</sup> Street NW, Room 134, Aitkin, MN 56431  
218-927-7306; Fax 218-927-7374  
bobbie.danielson@co.aitkin.mn.us

Information Technology

Steve Bennett, IT Director  
209 2<sup>nd</sup> Street NW, Room 118, Aitkin, MN 56431  
218-927-7345; Fax 218-927-7369  
sbennett@co.aitkin.mn.us

**Deleted:** Rev 4/2014, Appendix B, Aitkin County  
Guidelines and Procedures for Minnesota  
Government Data Practices Act

All other County offices, cont.

Designees, continued:

Land & Parks Department and Long Lake Conservation Center  
Mark Jacobs, Land Commissioner  
209 2<sup>nd</sup> Street NW, Room 206, Aitkin, MN 56431  
218-927-7364; Fax 218-927-7249  
mjacobs@co.aitkin.mn.us

Veterans Services Office  
Penny Harms, Veterans Services Officer  
217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431  
218-927-7320; Fax 218-927-7374  
penny.harms@co.aitkin.mn.us

**Deleted:** Rev 4/2014, Appendix B, Aitkin County  
Guidelines and Procedures for Minnesota  
Government Data Practices Act

[insert header]

**DATA REQUEST FORM**

Members of the Public

Date of request: \_\_\_\_\_

**I am requesting access to data in the following way:**

Inspection       Copies       Both inspection and copies

*Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.*

**These are the data I am requesting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.*

**Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

*Note: You do not have to provide any of the above contact information. However, if you want us to mail your requested data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information, we will be unable to begin processing your request.*

*Aitkin County will respond to your request as soon as reasonably possible.*

(For office use)

**Department / Division:**

**Request handled by / Ext.:**

**Method of response:**

**Charges:**

**Amt Due:**

**Received by / Ext.:**

Deleted: Rev 4/2014, Appendix B, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

**Additional Information:**

---

---

---

---

---

[insert header] Appendix B

Data about You

According to the Data Practices Act (Minnesota Statutes, Chapter 13), data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classifications of Data about You

The Data Practices Act presumes that all government data are public, unless a state or federal law says otherwise. Data that is about you may be classified by state law as public, private, or confidential.

Public data: We must give public data to anyone who asks for it (e.g., the assessed value of your home is public data).

Private data: We cannot give private data to the general public, but you may have access when the data is about you (e.g., your Social Security number is private data). We may share your private data with you, with someone who has your written permission, with Aitkin County staff who need the data to perform an official function or duties, and as otherwise permitted by law or required by court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you (e.g., if you register a complaint with a government entity concerning violations of state laws or local ordinances concerning the use of real property, your identity is confidential). We may share confidential data about you with Aitkin County staff who need the data to perform an official function or duty, and with others as permitted by law or court order. We cannot give you access to confidential data about you.

Your Rights under the Data Practices Act

Aitkin County must keep all government data about you in a way that makes it easy for you to access. We can collect and keep only that data about you that we need for administering and managing programs that are permitted by law.

As a data subject, you have the right to look at the public and private data that we keep about you, free of charge; the right to get copies of public and private data about you, for which the Data Practices Act allows us to charge an appropriate fee; and the right to look at data, free of charge, before deciding to request copies. If you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Aitkin County not to give data about them to their parent(s) or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons why we should deny your parents/guardian access to the data. Aitkin County will make the final decision about your request based on your best interests.

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When we ask you to provide data about yourself that are not public, we must give you a data privacy notice (sometimes referred to as a Tennessee warning). This notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. If you want us to release data to another person, written authorization to do so must be provided to us.

When your data are inaccurate and/or incomplete, you have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge the accuracy or completeness of data about you.

#### **How to Make a Data Request**

To look at data or request copies of data that Aitkin County keeps, you must make a written request directly to the department who maintains the data you are requesting. You may make your written request for data by mail, fax, or email, using the Data Request Form (copy attached).

If you choose not to use the Data Request Form, your written request must include:

- A statement that you are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13, as a data subject, or as the parent/guardian of the data subject;
- Whether you would like to look at the data, get copies of the data, or both;
- A clear description of the data you would like to inspect or have copied; and
- Identifying information that proves you are the data subject, or the data subject's parent/guardian, as listed below.

#### **Standards for Verifying Identity**

- An **adult individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, or a state tribal ID
- A **minor individual** must provide a valid photo ID, such as a state driver's license, a military ID, a passport, a state ID, a state tribal ID, or a state school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either a certified copy of the minor's birth certificate or a certified copy of documents that establish the parent or guardian's relationship to the child, such as: a court order relating to divorce, separation, custody, or foster care; a foster care contract; or an affidavit of parentage*
- The **legal guardian for an individual** must provide a valid photo ID *and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as court order(s) or valid power of attorney*
- An **attorney** requesting information on your behalf must send a request on his/her letterhead along with your express written consent; the request should be signed by both you and the attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID. *(This requirement does not apply to attorneys requesting data on your behalf.)*

#### **How We Respond to a Data Request**

Upon receiving your written request, we will begin to process it. If it is not clear what data you are requesting, we will ask you for clarification. If we do not have the data, we will notify you within 10 business days. If we have the data but the data are confidential, we will notify you within 10

**Deleted:** Data Request by Subject of Data

business days, and state which specific law says you cannot access the data. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days. If your request is to look at the data, we will arrange a date, time, and place to inspect data.

After we have provided you with access to data about you, we do not have to show you the same data again for 6 months, unless there is a dispute or we collect or create new data about you. If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please contact the person who provided it, so that he/she can explain it.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents in response to your request.) If we do agree to create data for you, we will work with you on the details of your request, including cost and response time.

#### **Charges for Copies of Data**

We may only charge you the actual cost of making copies of data about you. This charge may include the following: employee time\* to prepare and make copies (i.e. removing staples and paper clips, sorting data, labeling data, taking data to a copier and actually producing copies); actual cost of media used (e.g., paper, CD ROMs, DVDs, etc.); and mailing costs if you request the copies be mailed to you. We may not charge you the cost of searching for and retrieving the data, redacting confidential data or private data about others from your data, or sorting of data that is not necessary for copying of your data. The amount that is charged will be the same regardless of whether the request is made by you as the data subject, your parent/guardian, or by a representative to whom you have granted authorization to access your data.

\* Employee time is calculated based upon the average wage of the lowest-paid Aitkin County employee who could complete the tasks necessary, plus the base cost of insurance benefits for that employee.

**Deleted:** Rev. 4/2014, Appendix B, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

Deleted: Data Request by Subject of Data

### Data Practices Contacts

The following table provides contact information for the individuals who are responsible for responding to requests for data. The Responsible Authority is the individual responsible for establishing and overseeing data access processes. The Data Practices Compliance Official is the individual to whom questions about, or problems related to, data practices should be directed.

<u>Office</u>	<u>Responsible Authority, Data Practices Compliance Official and Designees</u>
<u>County Attorney</u>	<u>Jim Ratz, County Attorney</u> <u>Designee: Lisa Rakotz, Sr. Assistant County Attorney</u> <u>217 2<sup>nd</sup> Street NW, Room 231, Aitkin, MN 56431</u> <u>218-927-7347; Fax 218-927-7365</u> <u>jratz@co.aitkin.mn.us</u>
<u>County Auditor</u>	<u>Kirk Peysar, County Auditor</u> <u>Designee: Donna Boyer, Financial Assistant</u> <u>209 2<sup>nd</sup> Street NW, Room 202, Aitkin, MN 56431</u> <u>218-927-7354; Fax 218-927-7324</u> <u>kpeysar@co.aitkin.mn.us</u>
<u>County Recorder</u>	<u>Diane Lafferty, County Recorder</u> <u>Designee: Roxy Hoppe, Chief Deputy Recorder</u> <u>209 2<sup>nd</sup> Street NW, Room 205, Aitkin, MN 56431</u> <u>218-927-7336; Fax 218-927-7324</u> <u>dlafferty@co.aitkin.mn.us</u>
<u>County Treasurer</u>	<u>Lori Grams, County Treasurer</u> <u>Designee: Julie Hughes, Chief Deputy Treasurer</u> <u>209 2<sup>nd</sup> Street NW, Room 203, Aitkin, MN 56431</u> <u>218-927-7325; Fax 218-927-7357</u> <u>lgrams@co.aitkin.mn.us</u>
<u>Sheriff</u>	<u>Scott Turner, County Sheriff</u> <u>Designee: John Drahota, Undersheriff</u> <u>217 2<sup>nd</sup> Street NW, Room 185, Aitkin, MN 56431</u> <u>218-927-7435; Fax 218-927-7359</u> <u>scott.turner@co.aitkin.mn.us</u>
<u>All other County offices</u>	<u>Responsible Authority and Data Practices Compliance Official:</u> <u>[vacant], County Administrator</u> <u>217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431</u> <u>218-927-7276; Fax 218-927-7374</u> <u>[vacant] @co.aitkin.mn.us</u> <u>Designees:</u>  <u>Assessor's Office</u> <u>Mike Dangers, County Assessor</u> <u>209 2<sup>nd</sup> Street NW, Room 111, Aitkin, MN 56431</u> <u>218-927-7327, Fax 218-927-7379</u> <u>mike.dangers@co.aitkin.mn.us</u>  <u>Environmental Services / Planning &amp; Zoning Department</u> <u>Terry Neff, Environmental Services Director</u> <u>209 2<sup>nd</sup> Street NW, Room 100, Aitkin, MN 56431</u> <u>218-927-7342; Fax 218-927-4372</u> <u>tneff@co.aitkin.mn.us</u>

Deleted: Rev. 4/2014, Appendix B, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

Deleted: Data Request by Subject of Data

All other County offices, cont.

Designees, continued:

Economic Development

Ross Wagner, Economic Development/Forestry Industry Coord.  
217 2<sup>nd</sup> Street NW, Room 131, Aitkin, MN 56431  
218-927-7305; Fax 218-927-7374  
rwagner@co.aitkin.mn.us

Health and Human Services Department

Tom Burke, HHS Director  
204 1<sup>st</sup> Street NW, Aitkin, MN 56431  
218-927-7200; Fax 218-927-7461  
tom.burke@co.aitkin.mn.us

Highway Department

John Welle, County Engineer  
1211 Air Park Drive, Aitkin, MN 56431  
218-927-3741; Fax 218-927-2356  
jwelle@co.aitkin.mn.us

Human Resources Department

Bobbie Danielson, HR Manager  
217 2<sup>nd</sup> Street NW, Room 134, Aitkin, MN 56431  
218-927-7306; Fax 218-927-7374  
bobbie.danielson@co.aitkin.mn.us

Information Technology

Steve Bennett, IT Director  
209 2<sup>nd</sup> Street NW, Room 118, Aitkin, MN 56431  
218-927-7345; Fax 218-927-7369  
sbennett@co.aitkin.mn.us

Land & Parks Department and Long Lake Conservation Center

Mark Jacobs, Land Commissioner  
209 2<sup>nd</sup> Street NW, Room 206, Aitkin, MN 56431  
218-927-7364; Fax 218-927-7249  
mjacobs@co.aitkin.mn.us

Veterans Services Office

Penny Harms, Veterans Services Officer  
217 2<sup>nd</sup> Street NW, Room 130, Aitkin, MN 56431  
218-927-7320; Fax 218-927-7374  
penny.harms@co.aitkin.mn.us

Date of request: \_\_\_\_\_

I am requesting access to data in the following way:

Inspection       Copies       Both inspection and copies

Note: Inspection is free, but there is a charge for copies. If the fee for fulfilling the request is greater than \$5.00, pre-payment shall be required.

Deleted: Rev. 4/2014, Appendix B, Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act

Deleted: Data Request by Subject of Data

**These are the data I am requesting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. To request data on behalf of the data subject, you must present proper written permission granting you such access.

Data Subject Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Name (if applicable): \_\_\_\_\_

Signature of Data Subject or Parent/Guardian: \_\_\_\_\_

*Aitkin County will respond to your request within 10 days.*

(For office use)

**ID provided:**

**Department name:**

**Request handled by:**

**Method of response:**

**Charges:**

**Amt Due:**

**Received by:**

**Notes:**

Deleted: APPENDIX D  
Aitkin County - Responsible Authorities and Designees

Department Authority	Responsible Designee
Accounting and Finance	Kirk Peysar . Donna Boyer
Administration	Patrick Wussow Patrick Wussow
Attorney	Jim Ratz Lisa Rakotz
Environmental Services	Patrick Wussow Terry Nelf
Health & Human Services	Patrick Wussow Tom Burke
Human Resources	Patrick Wussow Bobbie Danielson
Information Technology	Patrick Wussow Steve Bennett
Recorder	Diane Lafferty Roxann Hoppe
Road & Bridge	Patrick Wussow John Welle
Sheriff	Scott Turner John Drahota
Treasurer	Lori Grams Julie Hughes

Formatted: Centered, Level 5, Keep with next, Tab stops: 0.25", Right + 3.38", Centered + 5", Left



**AITKIN COUNTY  
INFORMATION DISCLOSURE REQUEST  
FOR  
PRIVATE, CONFIDENTIAL  
NONPUBLIC OR PROTECTED NONPUBLIC DATA**

I, \_\_\_\_\_  
*Print name: Last, first, full middle* \_\_\_\_\_ *Street address*  
\_\_\_\_\_ *City, state, zip code*

hereby request that the following described information be released by Aitkin County \_\_\_\_\_ to me.

The specific information to be released is described as follows:

\_\_\_\_\_  
*Signature of requestor*

\_\_\_\_\_  
*Date of request*

The information requested is classified as and shall retain the classification of:

**PRIVATE  
CONFIDENTIAL**

**NONPUBLIC  
PROTECTED NONPUBLIC**

Requestor's identity verified by Driver's License # : \_\_\_\_\_

Other identification: \_\_\_\_\_

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Employee name

Request approved  Denied  Approved in part

If denied or partial approval, state reason: \_\_\_\_\_

Copies requested and provided?  Yes  No Number of pages: \_\_\_\_\_

Cost of copies assessed: \_\_\_\_\_ PAID \_\_\_\_\_ Date \_\_\_\_\_

***NOTE TO DEPARTMENTS:*** This disclosure document is to be used when a subject asks for data other than public data. If the request is for other than public data about another person, an informed consent authorization is required.

O:\AllForms\Attorney\InformationDisclosureRequest.dot

## DATA PRACTICES

### FEE SCHEDULE FOR FAXING AND PHOTOCOPYING (COUNTY AND NON-COUNTY MATERIALS)

(Includes tax, if appropriate)

<b>Fax:</b>	\$1.00 per page
<b>International Fax Fee:</b>	\$7.00 first page \$4.00 per page for additional pages
<b>Photocopies:</b>	\$ .10 per page 8 ½" x 11" and 8 ½" x 14" \$ .20 per page 11" x 17" \$ .70 per page 8 ½" x 11" and 8 ½" x 14" color copy \$1.00 per page 11" x 17" color copy

For copies in excess of 100 pages of letter or legal sized black and white documents, actual charges may be required if they exceed the per page charge – Minnesota Statute 13.03, Subd. 3(c).

<b>Fast Fax</b> (Electronic Fax of AS400 Data)	No Charge
---	-----------

<b>Central Services Photocopies:</b>	The charge for bulk copying for outside agencies is 10% above the normal fee schedule for county department copying.
--------------------------------------	--

***Also see: – Fee Schedule - County Department Fees***

## **APPENDIX B**

### **MINNESOTA GOVERNMENT DATA PRACTICES ACT**

#### **CHAPTER 13**

**[www.leg.state.mn.us/leg/statutes.asp](http://www.leg.state.mn.us/leg/statutes.asp)**

**(Click on “Retrieve an Entire Chapter”. In Chapter Box type “13”.  
Then, check on “Get Chapter”)**

**December 14, 2010**

## **APPENDIX C**

**MINNESOTA  
GOVERNMENT DATA PRACTICES ACT**

**CHAPTER 1205**

**State of Minnesota  
Department of Administration  
Data Privacy Division**

**To read a copy of this section, please go to the  
following website:**

**[www.revisor.leg.state.mn.us/arule/1205](http://www.revisor.leg.state.mn.us/arule/1205)**

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:  
Set Public Hearing to Consider Adopting a Countywide Fee Schedule

Requested Meeting Date: 5/13/2014 Estimated Presentation Time: Consent Agenda

Presenter: Roxy Traxler, Interim 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) *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



**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) Notice of Public Hearing, draft

**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  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager 

Date: May 7, 2014

Subject: Set Public Hearing to Consider Adopting a Countywide Fee Schedule

## **Background Information**

Fee schedules from all departments have been consolidated into one fee schedule. The county-wide fee schedule provides consistency in fees from department to department and allows the Board to adopt one fee schedule per year, rather than multiple schedules.

We are proposing the public hearing be held on June 10, 2014 at 10:00 a.m. See draft notice of public hearing attached.

## **Action Requested**

Set public hearing on June 10, 2014, at 10:00 a.m. to consider adopting a countywide fee schedule.

**NOTICE OF PUBLIC HEARING  
Aitkin County  
Board of Commissioners**

**DRAFT**

**Adopt Countywide Fee Schedule**

Notice is hereby given that the County Board of Aitkin County, MN, will hold a public hearing in the Aitkin County Boardroom, 217 – 2<sup>nd</sup> Street NW, Aitkin, MN 56431 on Tuesday, June 10, 2014 at 10:00 a.m. The purpose of this hearing is to consider adopting a Countywide Fee Schedule. All interested persons are invited to attend the public hearing.

Roxy Traxler  
Interim Aitkin County Administrator  
218-927-7276

**Aitkin County  
Fee Schedule  
Approved by the Board on [insert date]  
Effective [insert date]**

**Draft - Set Public Hearing to Consider Adopting a  
Countywide Fee Schedule**

Postage expenses shall be borne by requestor.

**COMMON FEES**

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.25 per page (single or double sided) \$ 3.00 per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size) Plat size (22" x 34")	\$ 0.50 per page (single or double sided) \$ 6.00 per page (single or double sided)
FAX, per page	\$ 1.00
International Fax Fee	\$ 7.00 first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00 minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00 minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00 each

**ASSESSOR'S OFFICE**

<b>FIELD CARDS</b>	
Fax of Field Cards	\$ 0.50 per parcel
Email of Field Cards	\$ 0.50 per parcel
SIMPLE SALES QUERY	\$ 5.00 per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00 or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00 per year

**ATTORNEY'S OFFICE**

<b>AUDIO/VIDEO</b>	
Audio CD's	\$ 10.00
Video Recordings - DVD	\$ 10.00

**AUDITOR'S OFFICE**

<b>ASSESSMENT (SPECIAL)</b>	
Admin Set-up	\$ 7.00 per parcel
ASSEMBLY LICENSE	\$ 500.00 plus \$25,000 bond
AUCTIONEER	\$ 20.00
BEER (3.2%) LICENSE	\$ 40.00 off sale \$ 10.00 on sale \$ 50.00 on & off sale
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$ 250.00 each
CONSUMPTION & DISPLAY / Set-Ups	\$ 250.00 each (paid to State)
Temporary Consumption & Display Permit	\$ 25.00 per each date
COPIES See Common Fees Section	
Maps, Black and White, 8 1/2" x 11"	\$ 2.00
Maps, Color, 8 1/2" x 11"	\$ 3.00
DANGEROUS DOGS	\$ 25.00
DITCH AND HWY LIEN RELEASES	\$ 15.00
FAXES See Common Fees Section	
FIREWORKS	\$ 2.00 Auditor's fee \$ 8.00 Sheriff's fee
GAMBLING	Varies State
JUDGMENT - CONFESSION OF	
Initial Fee	\$ 25.00 per description
Payments on	\$ 2.00 per statement
JUDGMENT COST - Publication	\$ 20.00 per parcel
LIQUOR LICENSE	\$ 100.00 club \$ 1,500.00 on sale \$ 360.00 off sale \$ 120.00 Sunday
PLATS (NEW) - AUDITOR'S FEE	\$ 75.00 plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$ 150.00 after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$ 25.00
REPURCHASE - COST OF FORF FEE	\$ 100.00
REPURCHASE - SHERIFF'S COST	\$ 40.00

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

TAX/ASSESSMENT SEARCH	\$ 5.00 per parcel
TAX STATEMENTS - Duplicate	\$ 2.00
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$ 150.00
TRUTH IN TAXATION 1/3 COST TO CITIES, TOWNS & SCHOOLS	
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$ 100.00 and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$ 150.00
TOBACCO LICENSE	\$ 50.00
WASTE HAULERS	\$ 100.00
WINE LICENSE	\$ 100.00 yearly
Temporary Wine License	\$ 50.00 per each date
VOTER'S CERTIFICATION	\$ 2.00

**ECONOMIC DEVELOPMENT**

<b>APPLICATION FEE</b>	
JOBZ (expires in 2015)	\$ 500.00
Tax Abatement	\$ 500.00
TIF	\$ 500.00

**GIS**

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00 per hour
Plotting Existing Map or Graphic	
8.5" x 11" Black and White	\$ 2.00 per copy
8.5" x 11" Color	\$ 3.00 per copy
11" x 17"	\$ 5.00 per copy
18" x 24"	\$ 10.00 per copy
24" x 36"	\$ 15.00 per copy
36" x 48"	\$ 30.00 per copy
PARCEL BOUNDARIES ( ~ 43,000 parcels) Shapefile	*\$0.10 per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.03 per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25 per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25 per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50 per dataset
GIS WEBSITE ACCESS, Standard Level	Free

**\*\*Geospatial data shall not be released until a proper license agreement is on file with this office.**

\*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour. Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

**HEALTH AND HUMAN SERVICES**

**INCOME MAINTENANCE**

<b>LICENSING</b>	
Child Care Initial Licensing Fee	\$ 30.00
Child Care Renewal Licensing Fee	\$ 50.00
<b>BACKGROUND CHECK</b>	
Initial Processing Fee	\$ 50.00
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00
<b>SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$101.00)</b>	
<b>CD ASSESSMENTS</b>	
Ordered by the Court (DUI or DWI)	\$ 200.00 May be subject to sliding fee scale.
All Other	\$ 200.00 May be subject to sliding fee scale.
<b>CUSTODY STUDIES</b>	
Ordered by the Court	\$ 1,000.00 Each parent responsible for half.
<b>VISITATION EXPEDITOR/VISITATION SUPERVISOR</b>	
Fee based on what Remica House charges.	\$ 25.00 per hour, per family.
<b>ADOPTION FINALIZING</b>	
Fingerprint Process for Licensing	\$ 5.00 per person
COMMUNITY EDUCATION	\$ 400.00 per month, registration fee
CORPORATE FOSTER CARE	\$ 250.00 per home, per licensing year
<b>PUBLIC HEALTH</b>	
<b>SAFETY SEATS</b>	
Convertible	\$ 45.00
Combo	\$ 45.00
No Back Booster	\$ 12.00
Britax Laptop	\$ 45.00

<b>BIKE HELMETS</b>	
Toddler	\$ 10.00
Child	\$ 10.00
Youth	\$ 10.00
Adult	\$ 10.00
Child/Youth Multi-sport	\$ 15.00
Youth/Adult Multi-sport	\$ 15.00
<b>NIPPLE SHIELDS (price subject to change)</b>	<b>\$ 7.25</b>
<b>RADON KITS</b>	
Short-term	\$ 8.00
Long-term	\$ 16.00
<b>LEAD DRAW</b>	<b>\$ 19.00</b>
<b>IMMUNIZATIONS</b>	
Hepatitis B	\$ 52.00
Td	\$ 39.00
Tdap	\$ 55.00
Pneumonia	\$ 66.00
Fluzone Influenza (Q2038 and 90658)	\$ 28.00
Fluzone High-dose (90662)	\$ 45.00
FluMist Quad (90660)	\$ 36.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 23.00
Mantoux (Admin and Read Only)	\$ 19.00
<b>CHILD SUPPORT AND OTHER COLLECTIONS</b>	
IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$ 25.00
IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies

### HIGHWAY DEPARTMENT

<b>EQUIPMENT (including Operator):</b>	
Motor Grader	\$ 90.00 per hour
Tandem Truck	\$ 100.00 per hour
Single Axle Truck	\$ 95.00 per hour
3 Cubic Yard Articulating Loader	\$ 85.00 per hour
Dozer	\$ 85.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$ 75.00 per hour
Track Backhoe	\$ 85.00 per hour
ASV Posi Track with Brush Head	\$ 80.00 per hour
Tractor/Mower	\$ 75.00 per hour
Sioux Steamer w/Truck	\$ 45.00 per hour
Self Propelled Steel Drum Roller	\$ 55.00 per hour
<b>MATERIALS (for Other Governmental Units Only):</b>	
Deicing Salt/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price
<b>MATERIAL (for Private Sale):</b>	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost
<b>MISCELLANEOUS:</b>	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 each

### IT DEPARTMENT

REPORTS OR LABELS	See Common Fees Section
CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater

### RECORDER'S OFFICE

*Rates established by the State are subject to change without notice.*

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 50.00
COPIES OF LARGE MAPS	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00
FAX FEE	Refer to Common Fees Section

<b>VITAL RECORDS</b>	
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)
--------------	---

**CIVIL PROCESS**

<sup>1</sup> 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.

<sup>1</sup> 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.

Securing and safety keeping property in replevin, 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**

**FINGERPRINTING**

**HUBER FEES**

per day

**JAIL NURSE**

Co-pay	
Medication Co-Pay	

**PAY TO STAY**

per day

**URINALYSIS**

STS	
Huber	

**TREASURER'S OFFICE**

RESEARCH FEE	\$ 25.00 per hour
--------------	-------------------

TAX STATEMENTS - Duplicate	\$ 2.00
----------------------------	---------

**ZONING AND ENVIRONMENTAL SERVICES**

**ACCESSORY BUILDINGS/SIGN**

<120 sq.ft. (no pre-onsite)	\$ 50.00
>121 sq.ft. to 239 sq.ft. (no pre-onsite)	\$ 75.00
>240 sq.ft. and/or WATER ORIENTED	\$ 175.00
Open on three sides or lean-to	\$ 75.00

Accessory Structures are buildings used for personal storage with no sleeping quarters and no toilet, bathtub, or shower facilities. Any structure with sleeping quarters or these facilities is considered a residence. A septic system must be installed when there is running water to or within a structure - refer to wetland and sewer fees.

FENCE (8 feet or greater in height)	\$ 50.00
-------------------------------------	----------

**COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)**

<500sq.ft.	\$ 200.00
501 – 1500 sq.ft.	\$ 300.00
1501 – 2500 sq.ft.	\$ 400.00
>2501 sq.ft.	\$ 500.00

**RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)**

Additions (decks, porches and platforms are separate permit fees)	
<500 SQ.FT.	\$ 200.00
501 – 1000 sq.ft.	\$ 250.00
1001 – 2000 sq.ft.	\$ 300.00
2001 – 3000 sq.ft.	\$ 350.00
>3001 sq.ft.	\$ 500.00

**DECK/PLATFORM**

<100 sq.ft	\$ 75.00
>100 sq.ft.	\$ 125.00

(Platforms are larger than 32 sq.ft. Less than 30 inches above ground.)

**LAND ALTERATIONS** \$ 150.00

VEGETATION ALTERATION No fee

PLANNING CALL/SITE REVIEW \$ 100.00

CONDITIONAL USE PERMIT \$ 600.00

AMENDMENT TO EXISTING CUP \$ 600.00

VARIANCE (DOES NOT INCLUDE PERMIT FEE) \$ 600.00

APPEAL TO BOA \$ 600.00

REPUBLICATION OF VARIANCE OR CUP \$ 50.00

REZONING \$ 600.00

ORDINANCE AMENDMENT \$ 500.00

TOWER / WECC APPLICATION \$ 700.00

PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units) \$ 600.00

(6 or more lots/units an additional \$50.00/lot/unit)

FINAL PLATS AND RESIDENTIAL PUD'S \$ 600.00

(6 or more lots/units an additional \$50.00/lot/unit)

NEW ROAD SIGN AND POST (each sign and post in new plat) \$ 175.00

COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots --no CUP) \$ 300.00

SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots) \$ 150.00

(6 or more lots/units an additional \$20.00 per lot/unit)

ENGINEERS REVIEW FEE \$ 150.00

REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee) \$ 200.00

ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval) \$ 75.00 per lot

-If wetlands exist on parcels and/or if onsite inspection to verify submitted info -- add'nl \$ 100.00

COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee) \$ 200.00

REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL \$ 100.00

911 ADDRESSING (includes assignment of number, sign, and post) \$ 55.00

AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances and CUP's)

**RESIDENTIAL SEWERS FEES**

The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.

Drainfield/Bed	\$ 250.00
Mound/At-Grade	\$ 300.00
Other//Performance Systems	\$ 350.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 150.00
Operating Permits	\$ 100.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00

**COMMERCIAL and CLUSTER SEWERS**

Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00

plus any additional costs for design review and inspections (5)

**WETLAND CONSERVATION ACT FEES**

Wetland Exemption Certificate	\$ 25.00
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 300.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County

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

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning)	\$	10.00
Shoreland and General Zoning Ordinances	\$	25.00
Comprehensive Land Use Plan	\$	25.00
EAW Fees	\$	50.00 per hour, + any additional costs to County
Administrative Fee	\$	50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$	25.00

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Sally Huhta

Title of Item:

Resolution – Form LG220 Evergreen PAC A.T.V Club

Requested Meeting Date: 5-13-14 Estimated Presentation Time: n/a

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

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

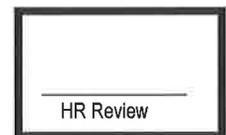
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

ADOPTED May 13, 2014

By Commissioner: xx

**051314-0xx**

**Form LG220 Evergreen PAC A.T.V Club**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Evergreen PAC A.T.V Club, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Avenue, McGregor, MN 55760 – Salo Township. (Note: Date of activity for Raffle – September 4, 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 13<sup>th</sup> day of May 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 13<sup>th</sup> day of May 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: 5/7/14

Via: Patrick Wussow, County Administrator

From: Land Department

Title of Item: Trail grooming contracts

Requested Meeting Date: 5/13/14      Estimated Presentation Time: n/a

Presenter: Mark Jacobs

**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)**

SNOWMOBILE / SKI TRAIL FUNDING

WHEREAS, Local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 65% reimbursement of the cost of trail maintenance and 90% reimbursement of costs of grooming, and

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

WHEREAS, Snowmobile clubs have maintained these trails in the past, and wish to contract with the County for maintaining trails during the 2014-2015 winter season, and

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

NOW, THEREFORE BE IT RESOLVED, That the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for snowmobile trail maintenance and grooming, and ski trail maintenance and grooming for the following trails.

Aitkin Sno-Drifters Trails
McGrath/Finlayson Trails
Tamarack Trails
Haypoint Trails
Palisade Trails
Mille Lacs Trails
No Achen / LLCC ski trails

BE IT FURTHER RESOLVED, That the Aitkin County Trail Administrator be authorized to contract for the 2014-2015 winter season for the development, maintenance, and grooming of the aforementioned trails with each of the corresponding interested clubs.

*gia - snow - res 14. docx*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-23-14

Via: Roxy Traxler, Interim County Administrator

From: Gordon Prickett

Title of Item:

High Water Plan

Requested Meeting Date: 5-13-14 Estimated Presentation Time: 15 minutes

Presenter: Gordon Prickett

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

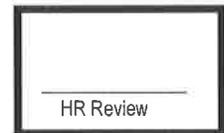
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request 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) Questionnaire and worksheet

**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.**

38639 337<sup>th</sup> Lane  
Aitkin, MN 56431  
(218) 927-2267  
[gordmett@crosbyironton.net](mailto:gordmett@crosbyironton.net)

April 15, 2014

Aitkin County Board of Supervisors  
c/o Sue Bingham  
209 Second Street NW  
Aitkin, MN 56431

As a follow up to the extreme lake conditions of the summer of 2012, and the temporary boating restrictions that the County enacted, ACLARA surveyed its membership to give you a sense of the public's response.

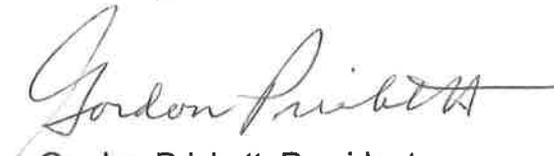
The twenty lake associations in ACLARA were given six questions to send out to their members. On the following pages you will find these questions and a tally of the 165 responses received from member lakes.

In addition there is a detailed worksheet enclosed with *available* lake level elevations for the member lakes of ACLARA. The Highest Recorded Levels in 2012 were well above Ordinary High Water. However, five of the ACLARA lakes have no lake level gages.

Situations vary greatly at individual lakes. Obtaining measurements and determining threat levels was difficult in 2012.

After continuing study and discussion ACLARA has chosen seven representative lakes in the County, termed "Indicator Lakes," where very high water was experienced. We wish to meet with you on **May 13<sup>th</sup>** at your regular meeting to briefly discuss our plans for cooperation and coordination in case of future extreme weather events.

Sincerely,



Gordon Prickett, President  
Aitkin County Rivers And Lakes Association

Enclosures

State Representative, District 10B  
Aitkin and Crow Wing Counties  
Office: (651) 296-2365  
Cell: (218) 851-1713

Sign up for my e-update here:

Our ACLARA group of high water planners has reviewed the records from the flooding events in the county in the summer of 2012. We have consulted with lake associations where the highest lake levels occurred.

In case of another extremely wet season we will work closely with the county board, sheriff, soil and water, and the DNR to advise governmental units and to spread the news around lake country of any emergency measures.

## A PLAN FOR HIGH WATER

ACLARA recommends a method for Aitkin County to monitor lake level elevations at 7 representative lakes called "Indicator Lakes."

These lakes: *Big Sandy, Cedar, Farm Island, Minnewawa, Round (in Hazelton Township), Sugar, and Wilkins*, have DNR-installed gauges, and are located across the County.

The accompanying table shows the highest levels recorded at these lakes in 2012, above the Ordinary High Water Level, as determined by the DNR.

We want to ask for your participation in this proposal - that your association consider on your lake what threshold elevation, above the OHWL benchmark, should trigger any no-wake boating restrictions.

For this method to be effective, we will cooperate with lake gauge readers and rain gauge readers on a regular schedule.

### ACLARA Indicator Lakes 2014

<u>No.</u>	<u>Lake</u>	<u>OHW, ft.</u>	<u>HRL*in.</u>	<u>2012 in.</u>	<u>Rep.</u>	<u>"Trigger" Ht.</u>
1.	Big Sandy	1216.6	<u>8.24 ft</u>	<u>6.37 ft</u>	Jim Krezowski	1 to 2 ft
2.	Cedar	1200.3	24.4	19.2	Les Martin	12 in
3.	Farm Island	1255.5	21.0	21.0	Bill Haroldson	15 in
4.	Minnewawa	1224.7	16.4	16.4	Sue Westberg	10 in
5.	Round	1258.6	13.9	13.9	Don Ryan	6 in
6.	Sugar	1295.2	8.0	8.0	Ken Hoffman	5 in
7.	Wilkins	1217.1	17.9	17.9	Gary Rognrud	12 in

---

\* Highest Recorded Level, in inches above Ordinary High Water Level

*Enclosure*

### ACLARA Indicator Lakes 2014

<u>No.</u>	<u>Lake</u>	<u>OHW, ft.</u>	<u>HRL*in.</u>	<u>2012, in.</u>	<u>Rep.</u>	<u>Trigger Height**</u>
1.	Big Sandy	1216.6	<u>8.24 ft</u>	<u>6.37 ft</u>	Jim Krezowski John Stermer	1 - 2 ft.
2.	Cedar	1200.3	24.4	19.2	Les Martin Jim Spaeth	12 in.
3.	Farm Island	1255.5	21.0	21.0	Bill Haroldson Jim Hausauer	15 in.
4.	Minnewawa	1224.7	16.4	16.4	Sue Westberg	10 in.
5.	Round	1258.6	13.9	13.9	Bob Peterson Bob Williams	6 in.
6.	Sugar	1295.2	8.0	8.0	Ken Hoffman	5 in.
7.	Wilkins	1217.1	17.9	17.9	Gary Rogrud Kari Paulsen	12 in.

---

\*

Highest Recorded Level, in inches above Ordinary High Water Level

\*\*

Trigger elevation - height above OHW where members suggest boating restrictions are needed. These values are subject to further discussion and change.

*Enclosure*

**ACLARA Member Lake Associations:**

The recent heavy rains and high water levels have caused many serious problems for lakeshore and other riparian landowners, as well as some inconveniences for lake users. Aitkin County imposed a series of no wake restrictions during this time, in order to minimize the damages to lake shores and property, and there was considerable disagreement about these restrictions.

As a reminder, the County initially placed no wake restrictions on all lakes; then, after determining actual lake levels, the County lifted restrictions on lakes that were less than 12 inches above their Ordinary High Water Mark (OHWM), and continued no wake restrictions on lakes that were at least 12 inches higher than their OHWM. Lakes that were 12-18 inches above this level were restricted to 300 foot no wake zones, while those with levels higher than 18 inches above the OHWM were completely no wake. A few weeks later all restrictions were lifted, even though many lakes remained higher than normal.

Now that we have experienced these extreme events and the resulting damages, The Aitkin County Lakes and Rivers Association wants to hear your thoughts about the County's no wake restrictions in general, and your evaluation of whether the restrictions were appropriate for your lake. Please poll your lake association members and send us a summary of their responses. Based on your comments, as well as input from local natural resource agencies, we plan to develop a set of recommendations to guide County policy and responses to future events like this.

Based on your experiences and observations, please comment on the following questions:

We have received 160 responses from residents of 15 lakes, as of 5/31/13

1. Should no wake restrictions be imposed when lake levels rise to extreme highs? If you answer no, please explain why.

Yes: 151 No: 9

2. If you approve of the concept of no wake restrictions, do you agree that the Ordinary High Water Mark is an appropriate benchmark for triggering restrictions? If you answer no, please explain an alternative benchmark.

Yes: 150 No: 7 ??: 3

3. If you approve of the OHWM as a benchmark, what level above this should trigger no wake restrictions?

Less than OHWL: 30 OHWL + 1-12": 62 OHWL + 13-24": 33 Lake Specific: 35

4. Do you think that 300 feet from shore is a useful no wake restriction, or should restrictions apply to the entire lake?

300' OK: 62 Entire Lake: 83 ??: 15

5. If no wake restrictions are required, how long should they remain in force?

Below Threshold: 73 Other: 87

6. Should violations of these no wake regulations result in warnings or fines?

Warnings: 54 Fines: 29 Both: 66 ??: 11

*Enclosure*

Sheriff Turner

Q1: The vast majority (94%) of respondents support the concept of County-based no-wake restrictions, and they agree that the conditions in summer 2012 warranted action by the County. The very few negative comments downplay the significance of boat wakes compared to the effects of natural wave action.

Q2: Again, 94% agree with using the OHWL as a benchmark, although many did not know the definition of OHWL, or the elevation that is OHWL for their lake.

Q3: There is considerable disagreement among respondents as to what elevation relative to OHWL is an appropriate trigger for no-wake restrictions. More than half of the respondents (58%) think that a threshold of OHWL+ 12" is too high for their lake, and many commented that restrictions should be lake-specific.

Q4: Less than half of the respondents (39%) think that 300' is a useful no-wake restriction, either because it is difficult for boaters to judge 300', because it makes little sense on smaller lakes, or because a regulation based on distance from shore is difficult to enforce.

Q5: Many respondents (46%) think that no-wake restrictions should remain in force until lake elevations drop below the no-wake trigger, and that the restrictions were lifted too soon in 2012.

Q6: The vast majority (93%) of respondents believe that enforcement is necessary, while a majority (59%) agree that fines are warranted, at least after an initial warning.

9/15

Examples of some comments by respondents:

Negative/Opposed to No-wake Restrictions:

1. Natural waves do more damage than boat wakes
2. The solution to high water is to lift docks and sandbag shorelines
3. No-wake restrictions are bad for business and recreation

Positive/Approve of no-wake restrictions with suggestions to improve

1. Publicize the restrictions more often and widely so that everyone is informed
2. Bays should be no-wake longer than entire lake, have lower thresholds, or be permanently no-wake
3. Small lakes should have restrictions for the entire lake.
4. No-wake restrictions should be lake specific, not generic.
5. Wake boats should be banned from small lakes and bays of larger lakes.

8/11/2012

Aitkin County lakes currently with a 2012 lake level gage  
Lake Level MN Monitoring Program

DNR PWI ID #	DNR PWI Lake Name	Area	Twp.	ACLARA Lakes	2012-0HW
01-0023-00	Round	577	Shamrock +		* 0.6"
01-0030-HW	Rice (HW @ Hwy 65)	333	McGregor		?
01-0033-00	Minnewawa GD	2512	Shamrock	X	* 16.4"
01-0034-00	Horseshoe	236	Shamrock		?
01-0045-00	Blackface NE	172	Cornish		* 4.6"
01-0057-00	Little Ball Bluff NE	(34)	Ball Bluff +		?
01-0058-00	Vanduse	230	Ball Bluff		* 19.4"
01-0071-00	Davis NE	(42)	Jevne		?
01-0077-00	Rat	405	Workman		21.6"
01-0087-00	Sugar	398	Malmo +	X	* 8.0"
01-0091-00	Rabbit	214	Glen	X	* 17.2"
01-0093-00	Clear	562	Glen	X	0.8"
01-0096-00	Dam	642	Kimberly +	X	* 32.4"
01-0101-00	Long NE	(34)	Fleming		1.24
01-0102-00	Wilkins	372	Fleming	X	* 17.9"
01-0105-00	Fleming	296	Fleming	X	4.2"
01-0123-00	Elm Island Ripple R.	522	Nordland	X	20.4"
01-0125-00	Lone	448	Nordland	X	- 1.2"
01-0136-00	Waukenabo	644	Waukenabo		* 18.0"
01-0137-00	Round	633	Waukenabo		* 5.4"
01-0142-00	Hill GD	808	Hill Lake		27.6"
01-0146-00	Ripple Ripple R.	556	Nordland +	X	27.8"
01-0159-00	Farm Island "	2054	Farm Island +	X	* 21.0"
01-0170-00	Hanging Kettle "	302	Farm Island		20.4"
01-0176-00	Little Pine "	220	Farm Island		* 15.4"
01-0178-00	Spirit "	530	Farm Island	X	1.6"
01-0204-00	Round	767	Hazleton	X	* 13.9"
01-0209-00	Cedar	1769	Farm Island +	X	19.2"

Total 28

RD 22  
NE 4  
GD 2

14  
24 lakes w/  
2012 data  
\* 13/24 HRL  
in 2012

from Sandy Fecht, DNR  
Program Coordinator

Enclosure

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-6-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

County Ditch 4/38 Partial Abandonment Petition

Requested Meeting Date: 5-13-14 Estimated Presentation Time: 20 minutes

Presenter: John Welle

**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

_____ 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) \_\_\_\_\_

**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 COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Roxy Traxler, Interim County Administrator

**FROM:** John Welle

**DATE:** April 11, 2014

**Regular Agenda Item: County Ditch 4/38 Partial Abandonment Petition**

**Summary:**

On March 31, 2014, U.S. Steel Corporation submitted the enclosed petition for partial abandonment of portions of County Ditch 4 and 38 on property they own in Sections 27, 28, 29, 31, 32, and 33 of Workman Township. The abandonment request is to facilitate their plan to restore much of this area for wetland credits to mitigate mining impacts in Itasca and St. Louis Counties. The partial abandonment request consists of 5 miles of public drainage ditches as shown on the attached map.

Also enclosed is M.S. 103E.806 that outlines the statutory process for partial abandonment.

This agenda item is being scheduled to allow staff to receive Board direction relative to the processing of this petition.



U. S. Steel Corporation  
Minnesota Ore Operations  
P.O. Box 217  
Keewauwin, MN 55753

March 31, 2014

Mr. Kirk Peysar  
Aitkin County Auditor  
209 2<sup>nd</sup> Street NW  
Room 202  
Aitkin, MN 5643-1292

**RE: Petition for Partial Ditch Abandonment of a Drainage System  
within Sections 27, 28, 32, 33 and 34 of Workman Township (T.49N.-R.24W.)  
Aitkin County, Minnesota**

Dear Mr. Peysar:

United States Steel Corporation (U. S. Steel) is submitting this petition for ditch abandonment at the locations referenced above pursuant to Minnesota Statute 103E.806, "*Partial Abandonment of a Drainage System.*" Per Minnesota Statutes 2010 103E.806, this petition is being filed with the Aitkin County Auditor.

This ditch abandonment request is a part of U. S. Steel's wetland mitigation project where many miles of private and Fire Relief Commission (FRC) ditches flow through the mitigation site. The project site encompasses approximately 1,416 acres owned by U. S. Steel. Note that all ditch assessments and historical ditch liens have been recently removed and recorded for the entire agricultural property.

Please review the regulatory ditch map showing what U. S. Steel believes to be the original Ditch Authority's ditching system (including a ditch section that no longer exists on the NE corner of Section 34 that would still have to be abandoned). The mapping is based on field conversations conducted during a June 26, 2013 site visit between Hatch Mott McDonald (HMM), U. S. Steel staff and John Welle. The map also shows private ditches that have been altered, and re-piped resulting in the present day conditions.

Based on a July 15<sup>th</sup>, 2013 email from John Welle to U. S. Steel's consultant, HMM, the County likely does not have authority over the FRC ditches shown on the map. U. S. Steel will take ownership of these ditches along with the private ditches until further notice.

U. S. Steel is requesting permission to abandon the following ditch segments, which are further described in the attached supporting documents:

The ditch segment bounding the north side of the NE quadrant of the NE quadrant. (This is the segment through which the local segment of FRC-A drains into CD-38, as mentioned above).

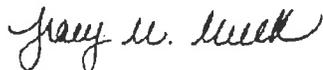
Section 34: The ditch segment bounding the north side of the NW quadrant.

The E/W-oriented ditch segment dividing the NW and SW quadrants of the NE quadrant.

The ditch segments bounding the east and south sides of the south half of the Section.

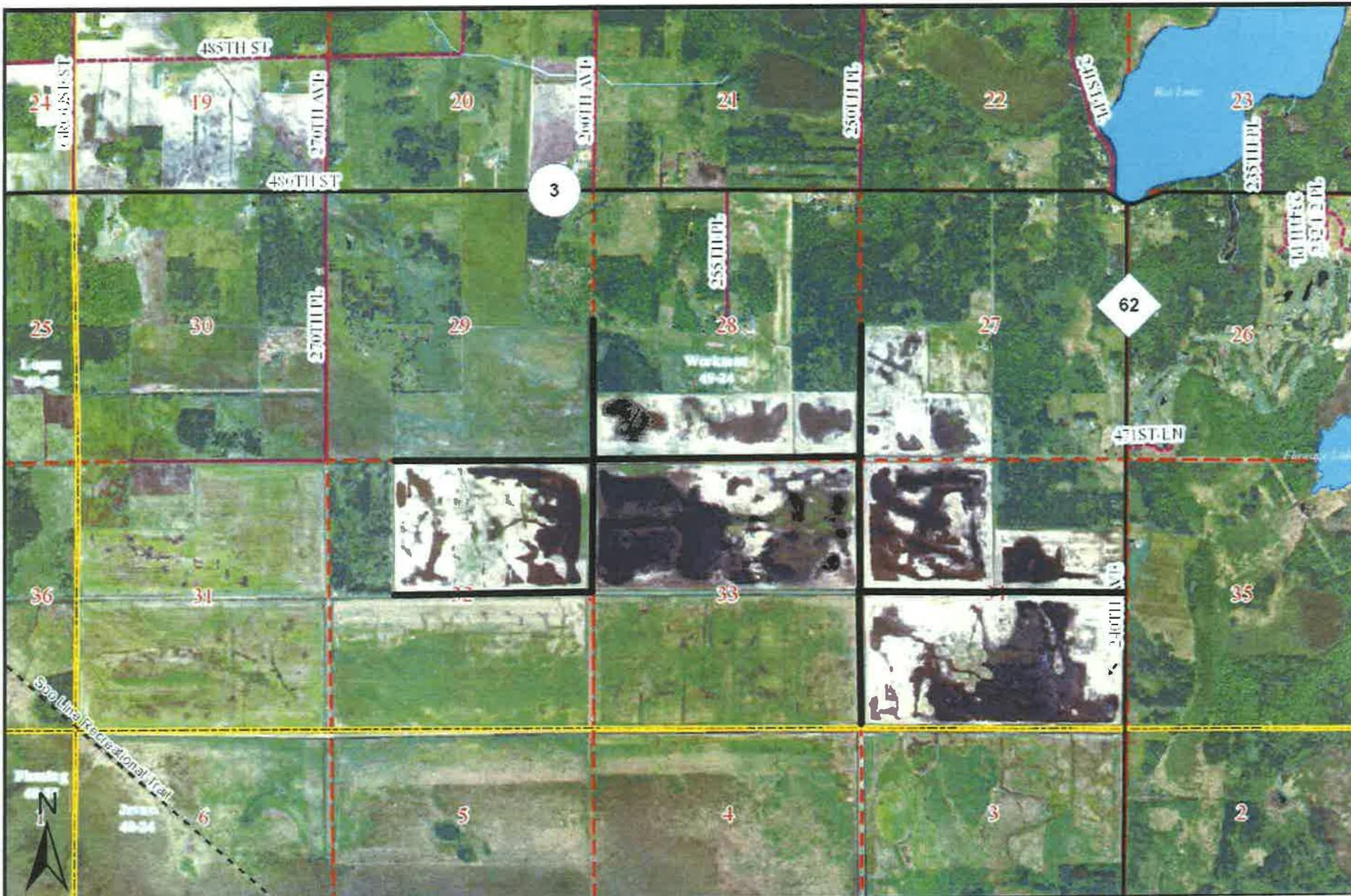
Should there be any questions about this submittal or if you require additional information, please contact me at (218) 778-8672 or via email at [tmmuck@uss.com](mailto:tmmuck@uss.com)

Sincerely,



Tracy M. Muck  
Minnesota Ore Operations  
United States Steel Corporation

cc: John Welle, Aitkin County Engineer  
Nathan Campbell, U. S. Army Corps of Engineers  
Barbara Walther, U.S. Army Corps of Engineers  
Tim Smith, U.S. Army Corps of Engineers  
Chrissy Bartovich, U. S. Steel  
Josh Zika, U. S. Steel



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

### County Ditch 4/38 Proposed Abandonment



0 1,375 2,750 ft 1 inch = 3,844 feet

Date: 5/6/2014

## 2013 Minnesota Statutes

### 103E.806 PARTIAL ABANDONMENT OF A DRAINAGE SYSTEM.

Subdivision 1. **Petition.** After construction of a drainage system, an owner of benefited property may petition the drainage authority to abandon any part of the drainage system that is not of public benefit and utility and does not serve a substantial useful purpose to property remaining in the system.

Subd. 2. **Filing.** If the drainage system is under the jurisdiction of a county drainage authority, the petition must be filed with the auditor of the county. If the drainage system is under the jurisdiction of a joint county drainage authority, the petition must be filed with the county having the largest area of property in the drainage system, where the primary drainage system records are kept. If the system is under the jurisdiction of a watershed district, the petition must be filed with the secretary of the district.

Subd. 3. **Hearing.** (a) When the petition is filed, the drainage authority, in consultation with the auditor or the secretary, shall set a time and location for a hearing on the petition and shall give notice of the hearing by mail to the owners of all property benefited by the drainage system, and either in a newspaper of general circulation within the affected drainage area or by publication on a Web site of the drainage authority.

(b) At the hearing, the drainage authority shall make findings and direct, by order, that part of the drainage system be abandoned, if the drainage authority determines that part of the drainage system does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility.

Subd. 4. **Effect of partial abandonment.** After partial abandonment of a drainage system, a repair petition may not be accepted for the abandoned part of the drainage system and the responsibility of the drainage authority for that part of the drainage system ends.

Subd. 5. **Liens and assessments on property involved in partial abandonment.** An order under this section does not release the property from a drainage lien filed on account of the drainage system before the date of the order. An order under this section does not release the property from any assessment or a drainage lien filed on or after the date of the order for costs incurred on account of the drainage system before the date of the order.

**History:** 2010 c 298 s 9

Copyright © 2013 by the Office of the Revisor of Statutes, State of Minnesota. All rights reserved.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:  
Adopt Updated Job Descriptions and Classification List

Requested Meeting Date: 5/13/2014 Estimated Presentation Time: 5-10 Minutes

Presenter: Roxy Traxler, Interim County Administrator or 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) n/a
- What type of expenditure is this?  Operating  Capital  Other (attach explanation) n/a
- 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 (negotiate impact)
- 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) classification 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: Aitkin County Commissioners  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager 

Date: May 7, 2014

Subject: Adopt Updated Job Descriptions and Classification List

## **Background Information**

MN Statute 471.994 requires that every political subdivision use a job evaluation system in order to determine the comparable work value of the work performed by each job class of its employees. It requires the system be “maintained and updated” to account for new job classes and changes in factors affecting job class values.

Job descriptions have been updated countywide, with input from select employees in each job classification and/or department heads. 117 descriptions were written and sent to Fox Lawson and Associates for evaluation. A sample of a completed job description in the new format/template is attached. All other job descriptions are available upon request.

The last countywide job description update was completed in approximately 1998, about 16 years ago. It is important to have accurate and up-to-date job descriptions because so many things lead directly back to the job description itself, including arbitrations, EEOC charges, litigation, etc. Job descriptions are also relied upon for recruiting, conducting staff performance evaluations, and for determining return-to-work reasonable accommodations.

Results are attached for the Board’s review and approval.

## **Action Requested**

Motion to adopt the updated job descriptions and classification list.

**CLASSIFICATION TO COUNTY BOARD 5-13-2014****GRADE**

COUNTY ADMINISTRATOR	20
COUNTY ENGINEER	17
HEALTH AND HUMAN SERVICES DIRECTOR	17
SR. ASST. COUNTY ATTORNEY	17
UNDERSHERIFF	15
IT DIRECTOR	14
ENVIRONMENTAL SERVICE DIR	14
COUNTY ASSESSOR	14
LAND COMMISSIONER	14
HUMAN RESOURCES DIRECTOR	14
JAIL ADMINISTRATOR	14
ASST. COUNTY ATTORNEY II	13
PUBLIC HEALTH NURSE SUPERVISOR	13
SOCIAL SERVICES SUPERVISOR	13
ASST. COUNTY ENGINEER	13
LLCC BUSINESS AND MARKETING MANAGER	12
ASST. COUNTY ATTORNEY I	11
ECONOMIC DEV/FOREST IND. COORD	10
FISCAL SUPERVISOR (COLLECTIONS OFFICER) HHS	10
FINANCIAL ASSISTANT SUPERVISOR (Auditor)	10
ACCOUNTANT-RD & BR	10
FINANCIAL ASSISTANCE SUPERVISOR (HHS, foss)	10
ASST. JAIL ADMINISTRATOR	10
ASST. LAND COMMISSIONER	10
ASST. ZONING ADMINISTRATOR	10
HWY. MAINT. FOREMAN	10
INSTRUCTION COORD.-LLCC	10
PUBLIC HEALTH NURSE	10
CHILD SUPPORT SUPERVISOR	9
SOCIAL WORKER	9
PATROL (ROAD) SERGEANT	9
INVESTIGATOR	9
VETERAN SERVICE OFFICER	9
NETWORK ADMINISTRATOR	9
ASST. COUNTY ASSESSOR	9
COMPLIANCE OFFICER/WETLAND SPE	9
ENVIRONMENTAL HEALTH SPEC.	9
HEALTH EDUCATOR	9
REGISTERED NURSE	9
PROGRAM COORDINATOR/DISPATCH SUPERVISOR	9
GIS COORDINATOR	9
LAND SURVEY COORDINATOR	9
RIGHT OF WAY PERMITTING AGENT	9

DEPUTY SHERIFF	8
OFFICE MANAGER/PARALEGAL	8
BUILDING & GROUNDS SUPERVISOR	7
NETWORK APPLICATION SUPPORT SPECIALIST	7
STS COORDINATOR/CO JAIL PROGRAM COORD	7
ASST. HWY. MAINT. FOREMAN	6
SR. ENGINEERING TECHICIAN	6
COMMERICAL APPRAISER	6
PARALEGAL	6
CRIME VICTIM COORDINATOR	6
CHIEF DEPUTY-RECORDER	6
DEPUTY AUDITOR/PAYROLL TECHNICIAN	6
RECREATION SPECIALIST	6
FORESTER	6
ZONING OFFICER	6
SECRETARY/CLERK	5
FINANCIAL WORKER (ELIGIBILITY WORKER)	5
CHILD SUPPORT OFFICER 1	5
SENIOR APPRAISER-ASSESSOR	5
ENGINEERING TECH	5
ACCOUNT TECHNICIAN	5
SENIOR JAILER/DISPATCHER	5
HUMAN RESOURCES SPECIALIST	5
ADMINISTRATIVE ASSISTANT	5
CHIEF DEPUTY-TREASURER	5
CONFIDENTIAL ADM. ASST. R&B	5
FOREST INVENTORY SPEC.	5
ADMINISTRATIVE COORD.-LLCC	5
LAND RECORDS TECHNICIAN (LH, AUD)	5
LAND SURVEY TECHNICIAN	5
LEGAL SECRETARY	5
SCHOOL YEAR INSTRUCTOR NATURALIST-LLCC	5
CHIEF MECHANIC	5
CONFIDENTIAL SECRETARY (HR)	5
CASE AIDE	4
CHILD SUPPORT ENFORCEMENT AIDE	4
ACCOUNT TECHNICIAN-FAMILY SER.	4
FAMILY BASE SERVICE PROVIDER	4
OFFICE SUPPORT SPECIALIST, SR.	4
APPRAISER-ASSESSOR	4
CONFIDENTIAL SECRETARY (Sheriff)	4
COMPUTER SPECIALIST/ WEB	4
DEPUTY LAND COMMISSIONER	4
DEPUTY TREASURER	4

DISPATCHER	4
JAILER	4
FORESTRY/PARKS TECHNICIAN	4
MECHANIC	4
SR. LICENSE TECHNICIAN	4
HEAVY EQUIPMENT OPERATOR	4
UTILITY MAINTENANCE CUSTODIAN	3
ASSISTANT LAND SURVEY TECHNICIAN	3
BOAT & SAFETY OFFICER	3
COMMUNITY SUPPORT TECHNICIAN	3
COMPUTER SPECIALIST/ Iseries	3
DEPUTY RECORDER	3
LICENSE TECHNICIAN	3
NATURALIST-SEASONAL LLCC	3
RECORD TECHICIAN-SHERIFF	3
SEASONAL EQUIPMENT OPERATOR	3
CLERICAL-ASSESSOR	2
OFFICE ASSISTANT (CLERK)-ASSESSOR	2
OFFICE SUPPORT SPECIALIST	2
FOOD SERVICE COORD.-LLCC	2
MAINTENANCE COORD.-LLCC	2
CUSTODIAN	2
MAINTENANCE CUSTODIAN, PART TIME	2
PARKS CUSTODIAN -PARKS DEPT.	2
COOK-HOUSEKEEPER	1
COOK-LLCC	1
COOK-SHERIFF	1
SEASONAL PARK LABORER	1



## **COUNTY ASSESSOR**

**Department** Assessor's Office  
**DBM/Grade** To be determined  
**Reports to** County Administrator  
**FLSA Status** Exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

All offers of employment are made in writing. Each county in the state is required to have a county assessor. The county assessor is appointed by the county board of commissioners based on his or her knowledge and training in the field of property assessment and taxation. The MN Commissioner of Revenue must approve the appointment before it becomes effective. The term of office of the county assessor is four years. A new term begins on January 1 of every fourth year after 1973 (2005, 2009, 2013, 2017, 2021, 2025...).

When a vacancy occurs, the county board of commissioners shall fill the office for the remainder of the term, by appointment, within 90 days. During that time, the deputy assessor, will perform the functions of the assessor.

### **Job Summary**

To fairly and uniformly appraise and classify all property in Aitkin County in accordance with State Law, Department of Revenue oversight, and County Board direction.

### **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**

Employees working in this job class have structural authority, the right to command or order an objective, and to enforce or expect compliance.

Manages one subordinate supervisor who oversees a total of two clerical employees in the department. Also directly supervises 6 non-supervisory appraisers. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.



## *Position Description*

### **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.

Minnesota Statute 273.08 states that “the assessor shall actually view, and determine the market value of each tract or lot of real property listed for taxation, including the value of all improvements and structures thereon, at maximum intervals of five years and shall enter the value opposite each description.”

1. Supervises staff and all functions of the County Assessor's Office. Instructs and directs staff appraisers to perform their duties under the laws of the state to ensure that a uniform assessment of all real property in the county is attained. Keep the staff appraisers advised of all changes in assessment laws.
2. Ensures that all properties are appraised as close to true market value as possible by ensuring at least 20% of all taxable property in the County is appraised every year.
3. Ensures proper classification of all taxable property in the County, including the homestead class.
4. Properly administers property tax exemptions and decides which properties pay property tax.
5. Represents the Department and the County at meetings with taxpayers, local associations, professional associations, appeal meetings, Department of Revenue meetings, and Minnesota Tax Court.
6. Ensures proper administration of the various property tax programs, including the Green Acres, Rural Preserves, Disabled Veterans Market Value Exclusion, and This Old House program.
7. Prepares the annual departmental budget and capital equipment plan and monitors revenue and expenditures.
8. Provides information to local and county boards of appeal and equalization and ensures the proper scheduling of said meetings.
9. Ensures geographic information systems are suitable for proper valuation and classification of property.
10. Prepares a land valuation map of the county that includes the bordering tier of townships of each bordering county and shows the average market value per acre both with and without improvements, as equalized in the last assessment, or all land in each town or unorganized township which lies outside the corporate limits of cities.
11. Regularly examines all conveyances of land outside the corporate limits of cities of the first and second class and keeps a file, by description, of the considerations shown thereon. From the information obtained by the considerations shown and the assessed market values, makes recommendations to the county board of appeal and equalization of necessary changes in individual assessments or aggregate valuations.
12. Remains familiar with the values of the different items of personal property to be in a position to advise the local and county boards of appeal and equalization concerning the market values of the property.
13. Provides every possible assistance to the county board of appeal and equalization while it is in session.



## ***Position Description***

14. At the request of either the county board of commissioners or the Commissioner of Revenue, the county assessor investigates applications for reductions of valuation and abatements and settlements of taxes.
15. Makes a diligent search each year for real and personal property that has been omitted from the assessment, and reports all such omissions to the county auditor.
16. Confers with assessors in neighboring counties in order to attain a uniform and equalized assessment.
17. Remains ultimately responsible for final assessments and classifications based on the values reported by staff appraisers.
18. Maintain a record, in conjunction with other county offices, of all transfers of property to assist in determining the proper classification of property, including but not limited to, transferring homestead property and name changes on the homestead property.
19. Determines if a homestead application is necessary due to a transfer of homestead property or an owner's name change on homestead property.
20. Personally views and values any property, which may be difficult for the staff appraisers to appraise.
21. Makes all value changes ordered by the local or county board of appeal and equalization.
22. Notwithstanding any provision of the law to the contrary, in order to promote a uniform assessment and review of assessments, the Commissioner of Revenue, county assessors exchange data on property which are classified under Chapter 13 as public, nonpublic or private. The data for any property may include but is not limited to sales, income, expenses, vacancies, rentable or usable areas, anticipated income and expenses, projected vacancies, lease information, and private multiple listing service data. Data exchanged under this provision that is classified as nonpublic or private data shall retain its classification.
23. 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.
24. Conducts business in accordance with the Open Meeting law.
25. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
26. Coordinates annual emergency practice drills in department.
27. Attends training as needed.
28. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree in Real Estate or a related field, Accredited Minnesota Assessor (AMA) license issued by the Minnesota State Board of Assessors, and five or more years of assessment experience.

Senior Accredited Minnesota Assessor (SAMA) license preferred, but not required, at time of application. Must have the ability to obtain a SAMA license within one year, following county board appointment.



## ***Position Description***

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.

Must continue to meet all qualifications set forth by the Minnesota State Board of Assessors.

AMA and SAMA licensing requirements check-off lists can be viewed on the Minnesota Department of Revenue website. [www.revenue.state.mn.us](http://www.revenue.state.mn.us) An assessor's license indicates one of four levels of licensure as approved by the Board of Assessors for an individual that has met certain requirements regarding assessment education and experience. The four levels of licensure are: 1. Certified Minnesota Assessor (CMA); 2. Certified Minnesota Assessor Specialist (CMAS); 3. Accredited Minnesota Assessor (AMA); 4. Senior Accredited Minnesota Assessor (SAMA).

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Knowledge of Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including data practices, the open meeting law, and basic financial and personnel management concepts.
3. Minnesota property tax laws, procedures of property appraisal for individual properties, procedures of mass property appraisal and appraisal modeling techniques.
4. Statistics sufficient to evaluate assessments including the measures of central tendency.

Skill in:

1. Determining departmental policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communicating with and relating calmly, logically and tactfully to employees, county offices/departments, and the public.
3. Performing research and analyzing and applying the research findings.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Preparing and making presentations to groups. Includes giving presentations to a variety of groups on contentious topics.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and Councils.

Ability to:

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. Multi-task and work under pressure in a sometimes demanding environment.
4. Travel and work in excess of standard hours when necessary.
5. Effectively handle conflict with members of the public and show good customer service skills at all times.
6. Exercise good judgment on appraisal problems.



## ***Position Description***

7. Read a variety of legal documents such as trust agreements, affidavits, deeds, and easements.
8. Interpret soil surveys, read aerial photos, and read and draw legal descriptions of property.
9. Assist attorney in preparing for court matters.
10. Conduct and advise Boards of Appeal in proper procedures.
11. Carry equipment, field books, and files.

### **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**

High Skills – Ability to work with mathematical concepts such as mean, median, coefficient of dispersion, price related differential, and calculation of area and volume of a variety of shapes. 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.

Apple iOS for iPad or similar, County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax and Computer Aided Mass Appraisal (CAMA) systems, and Apex digital sketching software.

### **Ability to Travel**

Travel is required for trainings and meetings in and out of Aitkin County and for occasional property inspections.

### **Code of Conduct and Ethics**

Licensed Minnesota assessors are required to abide by the ethical and professional guidelines established in the Code of Conduct and Ethics developed by the Commissioner of Revenue. The purpose of this code of conduct and ethics is to instill public confidence in property assessment and promote fairness and uniformity of assessment practices. As a counterpart to this code of conduct and ethics, there is also an ethics seminar required for all licensed assessors to be completed once in every four year period starting July 1, 2004.



## ***Position Description***

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or 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, and innovation.

### **Work Environment**

The noise level in the work environment is usually quiet to moderate and can on occasion be loud, such as during appeal meetings with several people talking in a room with poor acoustics.

A wide variety of conditions are possible when doing periodic physical property inspections. This includes the potential of encountering dangerous dogs and possible meth lab locations.

### **Equipment and Tools**

Computer, copier, fax, telephone, cell phone, handheld computer and remote access equipment, printer, 10-key calculator, measuring tape, financial calculator, shredder, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

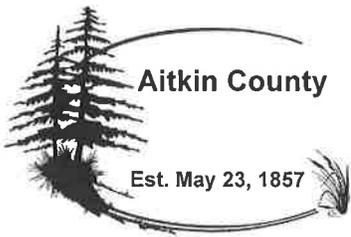
Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 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.

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.



## ***Position Description***

### **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

---

*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 5/13/2014 Est. Presentation Time: Consent or 10 Mins

Presenter: Roxy Traxler, Interim County Administrator or 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) n/a
- What type of expenditure is this?  Operating  Capital  Other (attach explanation) n/a
- 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 (negotiate impact)
- 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) various handouts, please see 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  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Manager



Date: May 7, 2014

Subject: Personnel Committee Recommendations

## **Recommendations**

The Personnel Committee met on May 7, 2014, and recommends the following:

1. Amend the County Administrator job description as proposed, copy attached. The position will follow the non-union compensation guidelines and negotiations with the top finalist will be conducted by the Personnel Committee. References to “Central Services” will be removed from all job descriptions.
2. Create 2 Case Aide positions, post internally, and eliminate the 2 corresponding Office Support Specialist positions. Please find additional information attached.
3. Part-time employee benefit accruals were discussed, they currently vary across the county from being eligible at 14, 16, or 20 hours per week. Amend the non-union part-time employee benefit accrual from 16 or more hours per week to simply being “eligible” for pro-rated time. This excludes seasonal and temporary positions. The payroll system functions with an on/off benefit accrual feature and the goal is to negotiate a similar change in all collective bargaining agreements so it is consistent countywide.
4. Adopt updated job descriptions and classification list. This is submitted as a separate agenda item.

## **Action Requested**

Motion to accept the Personnel Committee’s recommendations as presented.



**Position Description**

**COUNTY ADMINISTRATOR**

**Department** Administration

**Reports to** County Board

**FLSA Status** Exempt

**Union Status** Non-union Position,

**Deleted:** Individual Contract

**Final Appointing Authority**

This position shall not be filled until final approval of the County Board. All offers of employment are made in writing.

**Objective / Summary**

The County Administrator serves as the chief administrative officer of the County, per Minnesota Statute 375A.06, and is responsible for the overall operation of county government under general direction of the County Board of Commissioners. The County Administrator, considering the department specific input of elected officials, provides leadership, direction, and support to all County departments. The County Administrator manages and oversees the administration and coordination of County services in accordance with County Board ordinances, regulations, resolutions, policies, and state laws. The County Administrator establishes goals and objectives within the policy directives set by the County Board, and assists subordinate managers in developing and implementing procedures to accomplish goals and objectives. The County Administrator is responsible for developing and managing the County budget.

**Job Summary**

The 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.

**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**

All non-elected department heads report to the County Administrator. The County Administrator is responsible, through subordinate supervisors, for the performance of all non-elected County employees. Provides direct

**Deleted:** Manages all department heads, in addition to the



**Position Description**

supervision of Building Maintenance Supervisor, Veterans Services Officer, Economic Development/Forest Industry Coordinator, 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.

1. Carries out day-to-day administrative functions of the County. Establishes goals and objectives for all departments to ensure compliance with County Board policy directives, and applicable rules and regulations. Provides assistance and management direction to County departments and programs through program review, fiscal control, and administrative overview.
2. 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.
3. 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.
4. Manages administrative services functions, including preparation for official Board proceedings. Provides central administrative services to all County departments, including human resources, information systems, building maintenance, property management, risk management, purchasing, motor pool, and other services. Ensures effective risk management programs and practices (safety, liability, property, etc.) exist to preserve and protect County assets. Prepares and recommends policy to the County Board regarding County government operations.  
~~May participate in union contract negotiations and act as the chief negotiator. Participates in the management of said contracts. Adjusts grievances on behalf of the employer.~~
5. Directs and coordinates the management of County finances, including the preparation and presentation of proposed annual budgets and a Capital Improvement Plan. Analyzes data and makes recommendations. Reviews and revises department budget proposals, consolidates department budgets, reviews and/or alters any budget County-wide; prepares the budget message, presents the preliminary and final budget proposals, and administers the approved budget. Directs the establishment and development of the County's budgetary system to be used by all departments, including County-wide accounting policies and procedures.
6. Represents the county and communicates on behalf of the county to individuals, groups, organizations, other units of government, and media. Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials
7. Strategic planning: continually evaluates the organization, administration and services provided by county government. Advises in the formulation of legislative proposals.
8. Provides supervision and leadership to department heads, the Administration department staff and, indirectly, all County employees. Has the authority to discipline, hire, and fire appointed department heads upon County Board authorization. Conducts ongoing feedback, coaching, mentoring, and performance reviews, and evaluates performance of department heads and Administration Department staff.
9.

**Deleted:** Directs and coordinates county central services including human resources, safety and risk management, motor pool, purchasing, information services, public information, property maintenance and budgeting

**Deleted:** Responsible for

**Deleted:** and

**Formatted:** Indent: Left: 0.25", No bullets or numbering

**Deleted:** Acts as chief negotiator, and as the official County representative with unions.

**Deleted:** ¶

**Formatted:** Font: 12 pt, Font color: Auto

**Deleted:** 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

**Moved (insertion) [1]**

**Deleted:** central services s

**Deleted:** Administrative Services

**Deleted:** <#>Establish goals and evaluate 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. ¶

**Moved up [1]:** Leads the County-wide management team and conducts management team meetings and communications. Establishes effective team relations with county administrative elected officials



## Position Description

10. 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.
  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. ~~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. Directs and manages public relations and acts as liaison between the County Board County employees and the public. Fields and responds to complaints, suggestions, and comments from the public on County services.~~
  15. ~~v.~~
  16. 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.
  17. Conducts business in accordance with the Open Meeting law.
  18. 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.
  19. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
  20. Attend seminars and workshops as needed.
- Performs other related duties as assigned or apparent.

**Deleted:** <#>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.¶

**Deleted:** Serves as Official spokesperson for the county.

### Minimum Qualifications

Bachelor's degree in Public Administration, Business Administration, Public Finance, Political Science or a related field, and minimum of four years progressively responsible work experience, three 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.



## ***Position Description***

### **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:

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.



## ***Position Description***

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



## **Position Description**

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.

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.

05/13/2014

---

*"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."*

# Aitkin County Health & Human Services

204 First St. NW  
AITKIN, MINNESOTA 56431  
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: April 4, 2014  
TO: Personnel Committee  
FROM: Tom Burke  
SUBJECT: Office Support Specialist to Case Aide Positions

Health and Human Services has made adjustments in our personnel based on the number of consumers we serve, the complexity of the cases we see, changes in federal and state laws and/or policies and how we can better draw down revenue from federal and state fiscal streams. We have been very frugal in making requests as the adjustments we make need to balance between the need of the consumers we serve and the tax payers who fund our work. We have also been very forward thinking so that any adjustments made in staffing will have a lasting impact. Our planning is somewhat hindered in that we do not always know how many consumers we will actually see nor are we able to accurately predict the severity of the issues we will face. However we have been successful in providing a wide range of services for our consumers while maintaining an acceptable fund balance.

Our management team has been very focused in assuring we are using our staff in the most effective and efficient manner possible. We make adjustments in staffing whenever we identify a possible best practice and if we can enhance our revenues. While no two counties have the exact staffing pattern, each county must utilize the resources they have at hand to complete/meet their responsibilities. When we make changes we not only want staff to understand the change, we also want them to understand the why. We ask staff to learn their new duties and how it fits into the overall agency scheme. We have found that staff, who understand why their work is important, make better employees as they see the agency values what they do. Our team also feels that when we ask staff to make changes, that we compensate them for the work they do.

Based on the philosophy noted above, our team has recognized a change within Office Support Staff (OSS) that warrants realignment. As we look back over the last 4-5 months, it is easy to see that some of the work being completed within the front office OSS could be pooled into two of our 6 OSS positions. This shift would move the positions from an OSS level to that of a Case Aide (CA). The CA job description would be used as written. The OSS job description will remain intact for the 4 positions that will be maintained. We feel this reclassification is warranted now.

There is a positive fiscal impact to this move. As an OSS position, the expenses are part of the overall cost pool for PH, IM and SS. The cost pool expenses are allocated over all the programs based on time studies of direct staff. As a CA position, the position participates in the time studies directly which leads towards more direct reimbursement. In the IM department for example, this reimbursement can be up to 50% of the position's expenses. While in the SS realm there is no set amount, the money we will gain will more than cover the costs of converting the position.

## Current OSS positions that reflect the Case Aide level duties & decrease in duties from the OSS position description

### Position # 1:

- This position is a backup to the coordination of the SSIS system of information and records management which involves data entry, knowledge of client population, program areas, our services and how each relates to the other so the information system runs efficiently and accurately in order to manage the information and generate in excess of 50 DHS reports.
- Creates the templates in SSIS of which there are currently 130.
- Manages the Clearing Log in SSIS to clear client's information to the State which allows the Social Workers to complete their adult and child protection work and reporting.
- Makes decisions regarding the archiving of the files for the scanning process by preparing cases/files, conducting adoption research, and assessing needs.
- Prepares cases/files, conducts adoption research, assesses need and makes decisions regarding archiving the files for the scanning process.
- Processes MAXIS applications which include pending new applications as well as renewals and household report forms which is sensitive data that affects client eligibility.
- Backup to assist agency staff with direct client services for transportation.

### *Decrease in the following areas of OSS duties:*

- Composes, types, and edits correspondence, memos, forms, reports, and other documents from rough drafts or dictation, proofing for accuracy, completeness, and compliance with applicable regulations using knowledge of procedures to determine the correct format.
- Creates and maintains paper filing system.

### Position # 2:

- Establishes the formats (based on the program areas) within the scanning system for archiving.
- Makes decisions regarding the archiving of the files for the scanning process by preparing cases/files, conducting adoption research, and assessing needs.
- Prepares and processes Purchase of Service Contracts for the Social Workers/Supervisors. Organizes and monitors the agency contracts with service providers.
- Processes MAXIS applications which include pending new applications as well as renewals and household report forms which is sensitive data that affects client eligibility.
- Coordinates the Income Maintenance Random Moment Time Study (IMRMS) in order to allocate administrative costs, borne by county income maintenance agencies, to federal grants to enable counties to receive appropriate federal funding.
- FTI Coordinator will ensure the FTI (Federal Tax Information) and SSA (Social Security Administration) information safeguards are in place and maintained to prevent unauthorized use and disclosure, and to protect the confidentiality of that information to avoid the risk of prosecution for monetary or imprisonment penalties.

### *Decrease in the following areas of OSS duties:*

- Composes, types, and edits correspondence, memos, forms, reports, and other documents from rough drafts or dictation, proofing for accuracy, completeness, and compliance with applicable regulations using knowledge of procedures to determine the correct format.
- Creates and maintains paper filing system.

Based on the facts that moving two positions from OSS to CA is warranted by the ongoing work load and that the move is a positive fiscal impact, I would request that H&HS be allowed to make this transition.

This chart shows where our current OSS staff is today and where each respective staff would be placed if they were one of the two positions moved to a CA level.

Current R Level	Current Pay Level	Proposed Pay-1 Level or CA	Difference- Per Hour	Difference- Per Year	
3	\$14.17	\$14.76	\$0.59	\$1,227.20	*Moved to step 4
4	\$14.76	\$15.03	\$0.27	\$561.60	**Moved to P-Step 2
5	\$15.46	\$15.72	\$0.26	\$540.80	**Moved to P-Step 3
5	\$15.46	\$16.16	\$0.70	\$1,456.00	*Moved to step 6
5	\$15.46	\$16.16	\$0.70	\$1,456.00	*Moved to step 6
9	\$18.43	\$18.75	\$0.32	\$665.60	**Moved to P-Step 7



## Position Description

### CASE AIDE

**Department** Health and Human Services Department  
**DBM/Grade** To be determined  
**Reports to** Assigned Supervisor  
**FLSA Status** Non-exempt  
**Union Status** AFSCME HHS Unit

*It is important to note that case aides do not have to know all that is in this description nor is this description inclusive of all possible duties. This is an example of what duties may be performed in order to show level of responsibilities.*

#### Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

#### Job Summary

To provide paraprofessional support to administration and line staff.

#### Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

#### Supervision Exercised

No formal supervisory authority.

#### 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 and punctuality are essential requirements of this position.

1. Determines eligibility of clients for state and federal programs, both initially and ongoing, and maintains complete and accurate records on client eligibility. Ensures the delivery of services meets county, state, and federal laws, mandates, policy requirements and/or standards.
2. Creates, monitors, processes, and maintains case records/charts with required documentation. Reviews case records for completion of required agency forms.  
Creates the templates in SSIS of which there are currently 130.  
Manages the Clearing Log in SSIS to clear client's information to the State which allows the Social Workers to complete their adult and child protection work and reporting.



## Position Description

3. Explains social service, income maintenance, public health, and other community programs and services to individuals or groups.
4. Explains services and application procedures to individuals or groups and assists individuals in completing social service application forms.
5. Interviews clients to obtain and verify necessary factual information. Monitors and reports to appropriate staff the behavior of clients and their families during assigned visits and contacts. Investigates/obtains additional information from the applicant/client or collateral source when required through phone calls, correspondence, or personal contact in order to clarify or obtain necessary facts on applications and forms.
6. Makes appropriate referrals to the agency and/or other community resources.
7. Makes contact with community resources as assigned.
8. Informs clients of the right to appeal and of other rights.
9. Performs clerical functions as assigned.
10. Performs statistical operations relevant to social service program procedures, such as collecting data and generating reports required to meet state and federal requirements.
11. Assists professional staff and supervisors in processing and monitoring purchase of service contracts.  
Prepares and processes Purchase of Service Contracts for the Social Workers/Supervisors.  
Organizes and monitors the agency contracts with service providers.
12. Composes correspondence and constructs reports as needed.
13. Assists other agency staff with client groups, day care, foster care, and volunteers. Assists staff with direct client services, such as visitation, transportation, and budgeting.
14. Manages data exchanges between county and state information systems.  
Backup to the coordination of the SSIS system of information and records management which involves data entry, knowledge of client population, program areas, our services and how each relates to the other so the information system runs efficiently and accurately in order to manage the information and generate in excess of 50 DHS reports.  
Processes MAXIS applications which include pending new applications as well as renewals and household report forms which is sensitive data that affects client eligibility.
15. Maintains state program equipment inventory.  
Backup to assist agency staff with direct client services for transportation.
16. Attends training and meetings as needed. Participates in meetings, committees, new staff orientations, workshops, training sessions, special projects and program development/evaluation.
17. Performs other related duties as assigned or apparent.
18. Makes decisions regarding the archiving of the files for the scanning process by preparing cases/files, conducting adoption research, and assessing needs.  
Establishes the formats (based on the program areas) within the scanning system for archiving.
19. Coordinates the Income Maintenance Random Moment Time Study (IMRMS) in order to allocate administrative costs, borne by county income maintenance agencies, to federal grants to enable counties to receive appropriate federal funding.



## ***Position Description***

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

High school diploma, plus three years of successful clerical experience and/or experience working with the public, or the equivalent.

or

Two years of successful clerical experience in a social services/human services agency.

or

Two years of experience as a Community Service Aide or similar experience in a private non-profit agency or other public agency.

or

Two years of study at an accredited two or four year college/university or similar institution, with emphasis in the behavioral sciences (at least 23 quarter credits or 16 semester credits).

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.
3. Interviewing techniques and skills in conducting interviews.
4. Human behavior.
5. Agency programs, operations, policies and procedures.
6. Available community resources.
7. Basic mathematics.
8. Advanced office principles and procedures, accounting, and recordkeeping skills.
9. Working knowledge of the methods and techniques for a multitude of state and federal Health and Human Service programs.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.

Ability to:



## ***Position Description***

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Relate to people in an appropriate manner.
3. Organize and coordinate job activities.
4. Gather and interpret facts relating to eligibility.
5. Accurately and rapidly process detailed information.
6. Make decisions.
7. Remain objective and make sound decisions.
8. Establish and maintain effective working relationships with clients, public, co-workers, and agency administration.
9. Establish and maintain accurate and systematic records.
10. Express ideas clearly.
11. Comprehend written and verbal instructions.
12. Communicate effectively, both orally and in writing.
4. Accurately enter data on departmental systems.
5. Maintain confidentiality.
6. Drive safely while traveling and transporting passengers.
7. Assess possible problems during visitations/client appointments and take appropriate actions.
8. Maintain composure under stressful situations.
9. Read and interpret court orders, legal documents and state statutes.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **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.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using assigned software which may include:

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Follow Along Program, PHAT, MMIS, MN-ITS, CATCH3, MAXIS, PRISM, SSIS, SMI/SIR, HUBERT, Odessey, Adobe, Internet and other job-related software.



## **Position Description**

### **Ability to Travel**

Regularly travel to various clinic sites, mandatory trainings, client transports and visits.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or 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, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Equipment and Tools**

Computer or laptop, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, Cat 5 network cables, USB flash drives, Kensington locks, router, signature pad, air card, digital camera, digital scales, 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 30 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 30 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.

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



***Position Description***

encourages both prospective and current employees to discuss potential accommodations with the employer.

05/2013

---

*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*



## **OFFICE SUPPORT SPECIALIST**

**Department** Health and Human Services Department  
**DBM/Grade** To be determined  
**Reports to** Assigned Supervisor  
**FLSA Status** Non-exempt  
**Union Status** AFSCME HHS Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To perform moderately difficult office support assignments requiring knowledge of agency programs, procedures and practices, and to serve as liaison between the general public and agency staff.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies.

### **Supervision Exercised**

No formal supervisory authority.

### **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 and punctuality are essential requirements of this position.

1. Provides courteous, high quality service to the public by asking questions to determine client needs and then directing clients to the appropriate staff member, department or meeting or by diffusing and redirecting belligerent clients before hostility escalates.
2. Greets and assists clients in proper completion of forms and applications based on knowledge of agency programs, policies and procedures, and gathers personal medical identification numbers and electronic benefit transfer cards after identity verification.
3. Communicates information to the public or interdepartmental representatives in situations where good judgment and correct interpretation of departmental policies and regulations are required.
4. Photocopies reports, forms, correspondence, and other agency documents.
5. Operates multi line telephones, directing calls, taking accurate messages, and providing agency program information and community resource information to callers.
6. Sorts, screens, prioritizes and distributes incoming mail, interagency correspondence and court documents and collects, prepares and delivers outgoing mail in a timely manner.



## *Position Description*

7. Composes, types, and edits correspondence, memos, forms, reports, and other documents from rough drafts or dictation, proofing for accuracy, completeness, and compliance with applicable regulations using knowledge of procedures to determine the correct format.
8. Creates and maintains filing system, performs data entry, and maintains computer database files.
9. Sorts, files, purges and scans agency records and case files in accordance with state and federal mandates and agency procedures. Pulls files for other staff upon request.
10. Operates all office equipment: computers, typewriters, dictation system, scanning system, calculators, photocopiers, fax machines, postage machines, laminators, and multi-phone lines.
11. Troubleshoots staff problems and issues with computer programs, equipment, and agency policy/procedures.
12. Takes meeting minutes and prepares and enters statistical data such as charts, tables, and graphs from written, typed or verbal instructions.
13. Creates newsletters, brochures, and other printed materials using desktop publishing software.
14. Assembles informational packets, ordering and updating forms and brochures for all divisions, maintaining adequate inventory.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

Administrative Support Diploma or college coursework in administrative support applications, business English, business communications, typing, Microsoft Office software, or closely related field, plus one or more years of general clerical experience.

Valid Minnesota driver's license or access to reliable transportation for infrequent travel that may be required for off-site training or other job-related activities. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must have the ability to focus and work productively despite frequent interruptions.

### **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.
3. Business English, spelling, grammar and punctuation.
4. Basic math.
5. Agency programs, procedures and policies.
6. General office practices and equipment.
7. Special computer software.



## *Position Description*

8. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
9. Other community resources sufficient to be able to refer clients when needed.
10. County customer service objectives and strategies.
11. Proper telephone technique, office and online etiquette.
12. Current technology and trends in the clerical field.

### Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing correspondence, preparing a quality product in a timely fashion and in a wide variety of typing layouts and formats.
3. Accessing and utilizing data from a computerized record keeping system.
4. Communicating effectively with a wide variety of individuals representing diverse cultures and backgrounds and to function calmly in challenging situations that require a high degree of sensitivity, tact and diplomacy.
5. Typing skill sufficient to complete 35 net words per minute without errors.

### Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Operate a variety of office machines.
3. Understand and apply oral and written instructions.
4. Organize and prioritize one's own work.
5. Use human relations skills to positively interact with and to work constructively with clients and other employees.
6. Do sustained typing accurately at a satisfactory rate of speed.
7. Maintain the confidentiality of non-public information according to laws, rules and policies.
8. Organize information into written documents and reports.
9. Multi-task and prioritize client needs to ensure a smooth work flow to rest of staff.
10. Select appropriate financial worker by determining type of income and household size through direct questioning or retrieving information from the database.
11. Communicate effectively, both orally and in writing.
12. Assess the client's immediate needs and ensure client's receipt of needed services and to exercise appropriate judgment in answering questions and releasing information and to analyze and project consequences of decisions and/or recommendations.

### **Language Skills**

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.



## *Position Description*

### **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.

### **Reasoning Skills**

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using assigned software which may include:

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, Publisher, MAXIS, MMIS, SSIS, EDocs, PHAT, MEC2, SIR, PRISM, CATCH3, HuBERT, Application Extender (Scanning system), Internet and other job-related software.

### **Ability to Travel**

Infrequent travel may be required for trainings and meetings in and out of Aitkin County.

For the Public Health Office Support Specialist, travel is required to various WIC clinics and immunization and flu clinics throughout Aitkin County.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or 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, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

### **Work Environment**

The noise level in the work environment is usually moderate. Work is performed in an office setting with noise and activity. Requires the ability to be flexible and tolerate numerous interruptions while maintaining a pleasant, personable demeanor.



## ***Position Description***

### **Equipment and Tools**

Computer, copier, fax, telephone system, printer, 10-key calculator, shredder, scanner, laminator, emergency weather-alert radios, and other job-related equipment.

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 boxes and children weighing up to 50 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 50 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.

Working safety 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

---

*“Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.”*

**ARTICLE 5: EMPLOYEE BENEFITS AND SERVICES**

**SUBJECT 5.2: VACATIONS**

Effective: 11/28/00

on/off = OK

**PURPOSE:**

To provide employees with a break from the work environment. This policy also recognizes the work of employees and a reward of additional vacation time after continual years of service.

**A. GENERAL PROCEDURES:**

The vacation year is recognized as beginning January 1st and ending December 31st.

Vacation Accrual Schedule for Full-Time Employees

<u>Service</u>	<u>Monthly Accrual</u>	<u>Annual Accrual</u>
0 through 2 years	1 day	12 days
3 through 5 years	1-1/4 days	15 days
6 through 10 years	1-1/2 days	18 days
10 through 14 years	1-3/4 days	21 days
15+	2 days	24

Employees in permanent part-time positions, who normally work sixteen (16) or more hours per week, shall earn vacation time on a pro-rata basis.

Vacation leave shall not be earned by any employee during a leave of absence without pay, or time otherwise not paid, except military leave of absence without pay.

**B. VACATION USAGE:**

Department heads are responsible for scheduling vacation leaves for employees under their supervision. While every effort will be made to accommodate an employee's vacation request, vacations will be scheduled so as not to unduly disrupt the normal operation of the department.

Vacation leave may be taken only to the extent that it is earned.

**ARTICLE 5: EMPLOYEE BENEFITS AND SERVICES**

**SUBJECT 5.3: HOLIDAYS**

---

Effective: 11/28/00

**PURPOSE:**

It is the County's policy to recognize certain designated days throughout the year as paid holidays.

**A. GENERAL PROCEDURES:**

Employees shall receive the following days as paid holidays:

- NEW YEARS DAY
- MARTIN LUTHER KING DAY
- PRESIDENTS DAY
- MEMORIAL DAY
- INDEPENDENCE DAY
- LABOR DAY
- VETERANS DAY
- THANKSGIVING DAY
- FRIDAY AFTER THANKSGIVING
- CHRISTMAS DAY

Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay.

Designated holidays that occur within an employee's approved and compensated leave of absence or vacation shall not be charged to the employee's sick days or vacation time, but shall be recorded as a holiday.

Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

Temporary and seasonal employees are not eligible to receive holiday pay. All permanent part-time employees who work in excess of sixteen (16) hours per will receive paid holidays on a pro-rata basis.

## ARTICLE 5: EMPLOYEE BENEFITS AND SERVICES

### SUBJECT 5.4: SICK LEAVE

---

Effective: 11/28/00

#### **PURPOSE:**

To provide paid leave to eligible County employees who are unable to work due to personal sickness or injury.

#### A. **GENERAL PROCEDURES:**

Sick leave shall be earned by full-time permanent employees at the rate of one (1) day for each full month of service.

Sick leave benefits shall only accrue when an employee is on compensated payroll status or for approved military leaves. Sick leave benefits shall not be earned by any employee during a leave of absence without pay or time otherwise not paid.

Temporary or seasonal employees are not eligible for the sick leave benefit. Sick leave shall be earned by permanent part-time employees who normally work sixteen (16) or more hours per week on a pro-rata basis in accordance with the actual hours worked and based on 2080 hours per year.

#### B. **SICK LEAVE USAGE:**

Accrued sick leave may be used when an employee cannot perform work duties due to the following:

- Personal illness or injury;
- Necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of work hours;
- Emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care;
- Quarantine directed by a medical physician;
- Disability;
- Pre and postnatal care.

An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.



**Clerk-Treasurer  
P.O. Box 100  
McGregor, MN 55760  
City of McGregor**

April 4, 2014

Mr. J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners  
515 – 6<sup>th</sup> Avenue East  
Aitkin MN 56431

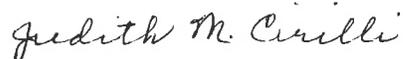
Dear Mr. Wedel:

Subject: Airport Zoning to be revised for the McGregor Isedor Iverson Airport

In order to restrict land uses, which may be hazardous to the operational safety of aircraft using the airport, and to protect the safety and property of people on the ground in the area near the airport, the McGregor Isedor Iverson Airport Zoning Ordinance will be revised . Since a portion of the area to be zoned is in Aitkin County, we invite you to join with us in the creation of a Joint Airport Zoning Board that will be affected by the proposed airport zoning ordinance in accordance with Minnesota Statutes Section 360.063, Subdivision 3.

Enclosed is a sample form of Resolution to be passed by your Board. If the Aitkin County Board does not pass this Resolution within 60 days then the undersigned Municipality will zone the area surrounding the airport pursuant to Minnesota Statutes Section 360.063, Subdivision 3(c). A copy of our Resolution authorizing the creation of this Board is enclosed.

Sincerely yours,



Judith M. Cirilli, Clerk-Treasurer  
City of McGregor MN 55760

SEAL OR  
NOTARY STAMP

Enc.

**Telephone/FAX 218-768-2717  
E-mail: [mcg1@frontiernet.net](mailto:mcg1@frontiernet.net)  
This institution is an Equal Opportunity  
Provider and Employer.**

RESOLUTION NO, 2013-OCTOBER 15-01, OF THE CITY OF McGREGOR, AUTHORIZING THE  
CREATION OF A JOINT AIRPORT ZONING BOARD

At a meeting of the McGregor City Council, hereinafter referred to as the Municipality, on the 15<sup>th</sup> day of October 2013, Member Sheila Merritt, seconded by Member Larry Turner, introduced the following resolution and moved its adoption.

WHEREAS, This Municipality owns and controls the McGregor Isedor Iverson Airport; and  
WHEREAS, Portions of the airport hazard area adjacent to the airport are located outside the territorial limits of this Municipality but within the territorial limits of Aitkin County, Jevne Township, McGregor Township and the City of McGregor; and  
WHEREAS, This Municipality deems it necessary and expedient to create Joint Airport Zoning Board in cooperation with the above County, Townships and City pursuant to Minnesota Statute 360.063, Subdivision 3, and other applicable laws for the purpose of establishing, administering and enforcing zoning laws for the areas surrounding the airport and for the protection of the airport and the public; and  
WHEREAS, The above statute provides that this Municipality has the right to appoint two persons to said Board (said persons should not be members of this Council); and  
WHEREAS, Subdivision .8 of Section 32 of the Appropriations Bill passed by the Minnesota Legislature effective July 1, 1973, provides that no moneys shall be expended by the Commissioner of Transportation of the State of Minnesota to improve and maintain an airport unless the governmental unit owning the airport has or is establishing a zoning authority for the airport.

NOW, THEREFORE, BE IT RESOLVED by the undersigned Municipality as follows:

1. That there is hereby created in cooperation with the above County, Townships and City a Joint Airport Zoning Board to be composed of representatives of the undersigned Municipality and representatives of the above County and Townships, pursuant to Minnesota Statutes Section 360.063, Subdivision 3.
2. That the undersigned Municipality hereby appoints Greta Kulju and Dake Olson to be its representatives on said Board, said persons to serve for an indefinite term until they resign or are replaced by the undersigned Municipality.

ROLL CALL: Members voting aye: Cindy Wencl, Larry Turner, Sheila Merritt, and Judith Cirilli  
Members voting nay: None

Resolution declared passed by Mayor Jerry Farley. Attest: Judith M. Cirilli, Clerk-Treasurer

I hereby certify that the foregoing resolution is a true and correct copy of the original resolution and is now on file in my office and is recorded in the minutes for October 15, 2013 of the McGregor City Council.

*Judith M. Cirilli*  
Clerk

---

SAMPLE

**RESOLUTION NO. \_\_\_\_\_ OF 2014 OF AITKIN COUNTY AUTHORIZING THE CREATION OF A JOINT AIRPORT ZONING BOARD**

At a meeting of the Board of Commissioners of Aitkin County, hereinafter called the County, on \_\_\_\_\_, 2014, Commissioner \_\_\_\_\_ seconded by Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption.

WHEREAS, The City of McGregor, McGregor Isedor Iverson Airport Owner, hereinafter called the Municipality, owns and controls the McGregor Isedor Iverson Airport; and  
WHEREAS, Portions of the airport hazard area adjacent to the airport are located outside the territorial limits of said Municipality but within the territorial limits of this County, and  
WHEREAS, The above Municipality has requested in writing that we join with them in the creation of a Joint Airport Zoning Board; and  
WHEREAS, This County deems it necessary and expedient to create a Joint Airport Zoning Board in cooperation with the above Municipality pursuant to Minnesota Statutes Section 360.063, Subdivision 3, and other applicable laws for the purpose of establishing, administering and enforcing zoning laws for the areas surrounding the airport and for the protection of the airport and the public; and  
WHEREAS, The above statute provides that this County has the right to appoint two (2) persons to said Board (said persons should not be members of this Board); and  
WHEREAS, Subdivision. 3 of Section 32 of the Appropriations Bill passed by the Minnesota Legislature effective July 1, 1973, provides that no moneys shall be expended by the Commissioner of Transportation of the State of Minnesota to improve and maintain an airport unless the governmental unit owning the airport has or is establishing a zoning authority for the airport.

NOW, THEREFORE, BE IT RESOLVED By the undersigned County as follows:

1. That there is hereby created in cooperation with the above Municipality a Joint Airport Zoning Board to be composed of representatives of the undersigned County and representatives of the above Municipality pursuant to Minnesota Statutes Section 360.063, Subdivision 3.
2. That the undersigned County hereby appoints (said persons should not be members of this Board) \_\_\_\_\_ and \_\_\_\_\_ to be its representatives on said Board, said persons to serve for an indefinite term until they resign or are replaced by the undersigned County.

ROLL CALL

Members voting aye: \_\_\_\_\_

Members voting nay: \_\_\_\_\_

Resolution declared passed: \_\_\_\_\_

(Name And Title)

Attest: \_\_\_\_\_

I hereby certify that the foregoing resolution is a true and correct copy of the original resolution and is now on file in my office and is recorded in \_\_\_\_\_

\_\_\_\_\_  
SEAL OR Auditor or Clerk

NOTARY STAMP

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

ADOPTED May 13, 2014

By Commissioner: xx

051314-0xx

McGregor Airport Joint Airport Zoning Board

**WHEREAS**, the City of McGregor, McGregor Isedor Iverson Airport Owner, hereinafter called the Municipality, owns and controls the McGregor Isedor Iverson Airport, and

**WHEREAS**, portions of the airport hazard area adjacent to the airport are located outside the territorial limits of said Municipality but within the territorial limits of this County, and

**WHEREAS**, the above Municipality has requested in writing that we join with them in the creation of a Joint Airport Zoning Board, and

**WHEREAS**, this County deems it necessary and expedient to create a Joint Airport Zoning Board in cooperation with the above Municipality pursuant to MN Statutes Section 360.063, Subdivision 3, and other applicable laws for the purpose of establishing, administering and enforcing zoning laws for the areas surrounding the airport and for the protection of the airport and the public, and

**WHEREAS**, the above statute provides that this County has the right to appoint two (2) persons to said Board (said persons should not be members of this Board), and

**WHEREAS**, Subdivision 3 of Section 32 of the Appropriations Bill passed by the Minnesota Legislature effective July 1, 1973, provides that no moneys shall be expended by the Commissioner of Transportation of the State of Minnesota to improve and maintain an airport unless the governmental unit owning the airport has or is establishing a zoning authority for the airport.

**NOW, THEREFORE, BE IT RESOLVED** by Aitkin County that there is hereby created in cooperation with the above Municipality a Joint Airport Zoning Board to be composed of representatives of the undersigned County and representatives of the above Municipality pursuant to MN Statutes Section 360.063, Subdivision 3.

**BE IT FURTHER RESOLVED** that Aitkin County hereby appoints \_\_\_\_\_ and \_\_\_\_\_ to be its representatives on said Board, and said terms will be indefinite until they resign or are replaced by Aitkin County.

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 13<sup>th</sup> day of May 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 13<sup>th</sup> day of May 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: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Motor Pool Vehicle Purchase

Requested Meeting Date: 5-14-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Roxy Traxler, Interim 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: Roxy Traxler, Interim County Administrator**

**RE: Motor Pool Vehicles**

**DATE: May 7, 2014**

Motor Pool has budgeted \$19,000.00 for vehicle replacement in 2014. At the April 8, 2014 County Board meeting staff was directed to gather additional quotes. At this time quotes are being gathered for both new and used vehicles, and will be presented at the May 14<sup>th</sup> Board meeting for review.

At Tuesday's meeting staff is looking for Board approval to purchase a fleet vehicle, and would like to discuss the possibility of purchasing a second fleet vehicle.

Staff also needs Board approval to sell Car #1 – 2006 Ford Five Hundred, and Car #41 – 2000 Ford Taurus.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Shared Assessor Concept Update

Requested Meeting Date: 5-14-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Roxy Traxler, Interim 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: Roxy Traxler, Interim County Administrator**

**RE: Shared Assessor Concept Update**

**DATE: May 7, 2014**

Concept of working on a shared assessor agreement with Mille Lacs County, so Mike D. would function as Assessor for both. We would propose starting with a 6 month period, with a review and 6 month extension, with annual review thereafter.

Other counties such as Kanabec/Pine and Jackson/Watonwan are currently doing this in one form or another. I have had correspondence with the Department of Revenue and have addressed and will continue discussions with Mike on these comments:

- Believes that sharing a County Assessor can sometimes be a good option for smaller counties particularly if the following are in place:
- The county assessor embraces the plan to serve as County Assessor in both counties. For a shared county assessor to be successful the assessor needs to want it to work. – *Mike is in full support of this concept.*
- The counties should be proximate to one another so that the assessor will be able to devote time to both offices without spending excessive time commuting. – *Drive is about the same for Mike either way (40 miles or so)*
- The counties have the same CAMA systems and computer tax vendors. – *we currently do not have the same vendor, and to go long term this may need to be addressed or it may not really be an issue*
- Both counties have competent staff in place to assist the assessor and deal with questions and problems that arise in his/her absence – *Aitkin has an Assistant County Assessor, Mille Lacs will have a Lead Appraiser.*
- That there is a contract or joint powers agreement in place clearly laying out expectations and responsibilities – *this is currently being drafted and will be presented at the May 27 Board meeting. Mille Lacs County would contract for time from Aitkin County and terms would be negotiated, including review timelines and measures to determine if this is working.*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Discussion – Board Agenda Policy

Requested Meeting Date: 5-14-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Roxy Traxler, Interim 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) Samples from Mille Lacs County

**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: Roxy Traxler, Interim County Administrator**  
**RE: Discussion on board agenda policy**  
**DATE: May 7, 2014**

Board agenda related questions –

1. Agenda Form – samples, like or not like, what info should be on the form?
2. Consent Agenda vs. regular agenda discussion
  - a. Sample attached
  - b. Current Policy
    - i. The consent agenda covers routine administrative subjects.
  - c. What does the board want to see for financial reports? Ie. in person, consent? format?
  - d. Information versus decision and policy making?
3. Board Committee Reports – see sample agenda form; discuss purpose
4. Other discussion on Board agenda and policy

SAMPLE:

# Meeting Agenda Procedures

---

1. Items to be placed on a County Board meeting agenda must be submitted in hard copy (including all attachments) to the Administrative Services Office (ASO) by noon on the Tuesday preceding the Board meeting. Resolutions must be emailed, in .DOC format, to the ASO.
  
2. Agenda Responsibility
  - a. Agenda items from Elected Officials shall be placed on the agenda as received, unless further information is requested by the Board Chair.
  - b. Agenda items must be submitted by the department head, or designee with approval of the department head.
  - c. Agenda items shall include the name and department of the individual submitting the item, as well as other individuals who will be present at the meeting to present the item.
  
3. Agenda Options
  - a. Consent Agenda may include:
    - i. Those items not requiring discussion by the Board, such as:
      1. Contracts which have been reviewed by either the County Attorney or County Administrator. (excluding new service contracts which require either County funds or services)
      2. Budgeted purchases
      3. Reports and informational items
      4. Licenses and permits not requiring a public hearing
      5. Policy revisions and updates
      6. Previously tabled or discussed items as directed
      7. Minutes
      8. Auditor warrants
      9. Actions pursuant to existing policies (i.e. fund transfers or donation resolutions)
      10. General housekeeping items as approved by the County Administrator or Board Chair
      11. Items as approved by the Board
  - b. Regular Agenda
    - i. All other items, including any non-budgeted purchases, must go on the Regular Agenda for Board Action.

#### 4. Agenda Categories

- a. Informational Only – Items that are only for the Board’s information will be submitted to the Board under the Informational Items category of the consent agenda.
- b. Discussion Items – These items shall be reviewed by, and discussed with, the Administrator prior to placement on the Agenda; no action shall be taken by the Board on Discussion Items.
- c. Public Hearing
  - i. Matters requiring a public hearing should include a copy of the published notice of the public hearing, as well as any applicable background information.
  - ii. Action on matters requiring a public hearing should be requested at a subsequent Board meeting and/or at the direction of the County Board.
- d. Action Requested Items – These items must specifically state the requested action, and provide adequate background information.
  - i. Direction Requested – These items must first be discussed with the Administrator for placement on the agenda, and will require additional background information.
  - ii. Approve/Deny Motion Requests – These items must clearly state the action requested; background information will be requested by the ASO as necessary. When indicating the motion being requested, please be specific and use action verbs to clearly identify the action you are seeking from the Board. The statement should contain all the specific information needed, such as legal descriptions, dates, dollar amounts, etc., so that the Board can read it as their motion. If you need assistance in preparing resolutions or motions in advance, please contact the ASO for assistance.

#### 5. Background Information

- a. Background information should sufficiently explain the action requested, including options, financials, other action taken, consequence of action/non-action, and your recommendation. Information provided should be sufficient so that the Board can make a decision based on the information you submit.
- b. The information you submit with your agenda item should not include any information that is private or confidential in nature. Please contact the ASO regarding any such information.
- c. No handouts are to go to the Board during the Board meeting. The Board requires time to review the information you submit.
- d. For ease of copying, please do not provide attachments larger than 8 ½” x 11” or color copies unless absolutely necessary.

#### 6. Attachments must accompany the agenda form in the following circumstances:

- a. For purchase requests, quotes must be submitted, per the County’s purchasing policy. In addition, a summary sheet should be provided outlining the purchase costs.

- b. Anything the Board needs to sign or approve must be attached or it will be returned. All contracts, grants, etc., must follow County policy.
7. All agenda items shall be reviewed by the ASO prior to placement on the agenda:
- a. Changes will be made as needed for clarity, understanding, provision of additional information, etc.
  - b. Placement on agenda may change as needed.
  - c. The Board Chairperson and County Administrator reserve the right to not place items on the agenda.
8. Add-on agenda items will only be accepted if the item has a deadline, or in the event of County Administrator or Board Chair approval.
9. Finalizing of Agenda
- a. Board agendas will be finalized by noon on the Thursday prior to the Board meeting.
  - b. Complete agendas will be mailed out to County Commissioners on the Thursday prior to the meeting.
  - c. The complete finalized agenda shall be posted on the County's website by noon on the Friday preceding the meeting.

## RULES OF BUSINESS

---

### **Presiding Officer. Roll Call**

The Chair, or the Vice Chair in the Chair's absence, shall take the chair at the time appointed for the meeting and call the meeting to order.

### **Quorum**

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

### **Minutes**

The County Administrator shall prepare written copies of the minutes, which shall be submitted to the Board for formal approval. One or more copies of the minutes shall be available in the Administrative Services Office for examination by members of the public.

### **Order of Business**

The Chair shall be responsible for preserving order and decorum. Upon the presence of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

SAMPLE

4.10.5

**Board Agenda Request Form**  
Board of County Commissioners

**Requested Meeting Date: 4/15/14**

*(Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month)*

<b>Consent Agenda</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Schedule Public Hearing* <i>*provide sample notice that will run in paper</i>		<b>Regular Agenda – Estimate Time Needed: ___ minutes</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion Item <input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>	
<b>Submitted By:</b> Bruce D. Cochran, County Engineer <i>BDC</i>		<b>Department:</b> Public Works	
<b>Who will attend the meeting and be able to respond to questions? Give name and title:</b> Bruce D. Cochran, County Engineer			
<b>Summary of Issue</b> <i>(include previous Board or Committee actions, applicable dates and copies of relevant Minutes):</i> The Mille Lacs County Public Works Department has received a federal grant over two federal fiscal year (FFY)s to be used for improvements to CSAH 4. Funds are available for FFY 2014 (\$415,700) and FFY 2015 (\$900,000). Plans for the project have been approved and authorization has been granted to advertise for bids.  To use federal funds programed for FFY 2015, it will be necessary to enter into an agreement commonly referred to as an Advance Construct Agreement or an AC Agreement. By entering into the AC Agreement, Mille Lacs County will use available State Aid Funds to pay for construction items until federal funds become available. The AC Agreement is expected be relativity short lived considering the project is expected to start in June 2014, and FFY 2015 will start October 1, 2014.  There are slight risks associated with the AC Agreement. In the event the federal government allows the Highway Trust Funds to become bankrupt, there is a possibility reimbursement to Mille Lacs County will be delayed. Another risk to Mille Lacs County is if the next federal transportation bill does not include reimbursement of AC Agreements to counties. Both risks described are slight, and if they came to fruition would have a crippling effect across the country. It is doubtful that funding for local projects beyond FFY 2016 would be authorized without 'making good' on the AC Agreements in place for FFY 2015.  It is to the advantage of Mille Lacs County to use as much federal aid as possible. In this case federal aid displaces state aid, allowing the displaced state aid funds to be used elsewhere in the state aid system.			
<b>Alternatives, options, effects on others/comments:</b> The Board has two options: 1      Accept the AC Agreement assuming the federal government will honor the agreement. 2      Not accept the AC Agreement and the possibility of federal aid in FFY 2015.			
<b>Recommended Action/Motion:</b> Accept the AC Agreement by adopting Resolution No. 5-6-14-04; and authorize the County Board Chairman and County Administrator to execute Mn/DOT Agency Agreement No. 05765.			
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping?   \$ _____ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Please explain:			

Meeting Date: 5/6/14

AGENDA TYPE: <input checked="" type="checkbox"/> Regular 5 minutes	TITLE OF ITEM FOR CONSIDERATION: Committee Reports	ACTION REQUESTED BY: County Business	
COMMITTEE:	Freq.	Schedule	Current Board Representative:
Association of MN Counties (AMC): Environment & Natural Resources Policy Cmte General Gov't Policy Cmte Health & Human Services Policy Cmte Indian Affairs Task Force Public Safety Committee Transportation Policy Committee			Land Services Director Michele McPherson County Administrator Roxy Traxler Cmsr Reynolds Cmsr Oslin Cmsr Tellinghuisen County Engineer Bruce Cochran
Central MN Emergency Medical Services (EMS) Region Board	4x/yr	5 <sup>th</sup> Fri. of month	Cmsr Reynolds
Central MN Emergency Services Board	4x/yr	5 <sup>th</sup> Wed. of month	Cmsr Oslin, ALT: Cmsr Reynolds
Central MN Jobs & Training	4x/yr	2 <sup>nd</sup> Fri. of month	Cmsr Wilhelm
Community Health Services (CHS) Board	2x/yr		All Cmsrs
Land Use Update Steering Cmte		As needed	Cmsrs Oslin and Wilhelm
Ditch Inspection Cmte *		As needed	Cmsr Tellinghuisen
East Central Regional Development Cmsn	6x/yr	4 <sup>th</sup> Mon. of month	Cmsr Reynolds
East Central Regional Juvenile Cntr Bd	3x/yr	1 <sup>st</sup> Thur. of month	Cmsr Tellinghuisen
East Central Regional Library	12x/yr	2 <sup>nd</sup> Mon. of month	Cmsr Reynolds
East Central Solid Waste Cmsn	12x/yr	2 <sup>nd</sup> Mon. of month	Cmsr Peterson, ALT: Cmsr Wilhelm
Emergency Food & Shelter Prgm	2x/yr		Cmsr Wilhelm
Employee Benefits Cmte *			Cmsr Peterson
Extension Cmte	4x/yr	1 <sup>st</sup> Thur. of month	Current Board Chairperson & Vice Chairperson
Finance Cmte *			All Cmsrs
Housing and Redevelopment Authority (HRA)	1x/yr	1 <sup>st</sup> Tues. of year	All Cmsrs
Labor/Management Cmte *	4x/yr	3 <sup>rd</sup> Tues of month	Cmsr Wilhelm
Lakes & Pines Community Action Council (CAC)	6x/yr	3 <sup>rd</sup> Mon. of month	Cmsr Reynolds
Law Library			Cmsr Oslin
Mental Health Local Advisory Cmte			Cmsr Tellinghuisen
Mille Lacs Co Ag Society (Fair Board)	9x/yr		Cmsr Wilhelm
Mille Lacs Co DAC (Developmental Achievement Center) Board	12x/yr	3 <sup>rd</sup> Mon. of month	Cmsr Peterson
Mille Lacs Co Water Mgmt Plan	4x/yr		Cmsr Oslin
Mille Lacs Lake Watershed Adv Group	6x/yr	3 <sup>rd</sup> Mon. of month	Cmsr Oslin
MN Rural Counties Caucus	12x/yr		Cmsr Tellinghuisen; ALT: Cmsr Oslin
Negotiations *		As needed	Current Board Chairperson, Cmsr Tellinghuisen
Noxious Weed Control Appeals Cmte *			Cmsr Tellinghuisen
Onanogozie Resource Conservation and Dev. (RC&D)	12x/yr	4 <sup>th</sup> Thurs. of month	Cmsr Tellinghuisen
Rum River Education Cooperative Cmtes			County Administrator Traxler
Snake River Watershed Mgmt Board	12x/yr	4 <sup>th</sup> Mon. of month	Cmsr Tellinghuisen
Soil and Water Conservation District	12x/yr		Cmsr Reynolds (liaison)
Veterans Quarterly Meeting Committee *	4x/yr	2 <sup>nd</sup> Tues. of month	Cmsr Tellinghuisen, ALT: Cmsr Wilhelm

\* Internal cmte

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 5-7-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

County Administrator Search Process – Interviews

Requested Meeting Date: 5-14-14      Estimated Presentation Time: 4 hours

Presenter: Dave Unmacht, Springsted Inc.

**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) Interview candidates

**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) Candidate Profiles

**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.**

## Nathan Burkett

### Experience

Performance Management Consultant, Edina, Minnesota  
*January 2013 – Present*

County Administrator, Todd County, Long Prairie, Minnesota  
*September 2008 – December 2012*

Consultant/Project Manager, MAXIMUS Financial Services, Inc.  
Bloomington, Minnesota  
*August 2006 – May 2008*

Legal Specialist, Minnesota Army National Guard, Bloomington, Minnesota  
*October 2001 – December 2004*

### Education

Policy Fellow, Humphrey Institute of Public Affairs  
*University of Minnesota, Minneapolis, Minnesota*

Master of Public Administration  
*Hamline University, St. Paul, Minnesota*

Bachelor of Arts, Political Science/Public Administration  
*St. Cloud State University, St. Cloud, Minnesota*

## Jeff Cadwell

### Experience

City Administrator, City of Mahanomen, Minnesota  
*September 2012 – Present*

City Administrator/Clerk/Treasurer, City of Browns Valley, Minnesota  
*April 2010 – September 2012*

McLaughlins – Service Manager,  
*March 2008 – April 2010*

CAMA Assistant, City of Moorhead, Minnesota  
*November 2008 – March 2009*

Chemical Dependency Tech, Anchorage Adult Treatment Services, Moorhead,  
Minnesota  
*November 2008 – March 2009*

Farm Bureau Financial Services Agent, Pelican Rapids, Minnesota  
*December 2006 – March 2008*

Crystal Pierz Marine Service Manager, Pelican Rapids, Minnesota  
*February 2004 – September 2005*

### Education

Master of Science, Public Administration  
*Minnesota State University Moorhead, Moorhead, Minnesota*

Bachelor of Arts, History and Political Science  
*Concordia College, Moorhead, Minnesota*

## Greg Pruszinske

### Experience

City Administrator, City of Becker, Minnesota

*September 2008 – Present*

Assistant City Administrator, City of Becker, Minnesota

*January 1996 – September 2008*

Shared City Administrator, Cities of Danvers, Holloway and Murdock,  
Minnesota

*October 1993 – December 1995*

Assistant to Sergeant at Arms, Minnesota State Senate, St. Paul, Minnesota

*January 1992 – October 1993*

Student Intern, Morrison County Community Development, Little Falls,  
Minnesota

*March 1990 – May 1990*

### Education

Graduate Course Work, Public Administration

*Hamline University, St. Paul, Minnesota*

Bachelor of Arts, Political Science & Local and Urban Affairs

*St. Cloud State University, St. Cloud, Minnesota*