



CERF/CERA REPORT



MEMBER UPDATE

JUNE 2019

Vol. 15, No. 2

An Educational Publication of Citizens Equal Rights Foundation and Citizens Equal Rights Alliance



A Message from the Chair of CERF by Clare Fitz, MN

A Snippet of History to Ponder on Independence Day

In Washington, the federal government under President James Madison, was becoming increasingly disturbed by the continued meddling by the British in the affairs of the new republic. On June 8, 1812, war was declared by the United States against the British. The first two battles of the war were disastrous for the fledgling United States. The United States decided that attacking Canada, which was part of the British Empire, would be their method of attack. Three attempts were made at a victory against Canada, but all three failed.

Soon fifty British warships were spotted off the Chesapeake Bay shore, but what they were up to remained elusive. It soon became evident however, as the British marched troops into Washington, overwhelming the American troops, and burning the President's mansion, the United States capitol and a newspaper office that had not been kind to the British in print. Only a violent rainstorm prevented further burning.

The British were still not ready to accept the fact that they had lost the Revolutionary War and that the United States was now an independent nation. They continued funneling arms and ammunition to the Indians in an effort to stir up trouble and with their wins in the Canadian attacks and with Washington burned, they moved on to a naval bombardment of Fort McHenry near Baltimore, Maryland. On September 13, 1814, the British ships anchored in the Chesapeake Bay, lobbed shell after shell at the fort.

Francis Scott Key had been sent to negotiate the release of a prisoner being held on one of the British ships. He watched shell after shell being fired at the Fort through the nighttime sky but couldn't see until the morning mist had lifted that the stars and stripes still flew over the Fort and it had not fallen. Key jotted down a poem that described his delight: *"'tis the star spangled banner, O! long may it wave, O'er the land of the free, and the home of the brave."* Later his poem was set to music and became the national anthem of the United States of America.

Changing Ideals and Transferring Local Responsibility To the National Government by Darrel Smith, SD

Our culture is changing the meaning of "equality" and "justice." These new definitions are similar to the redefinition described by George Orwell's book *Nineteen Eighty-Four*. Orwell talked about a future society that controlled information, changed the meanings of accepted words and history, while it used these changes to help control its citizens. This control of words, history, information and citizens that he feared would happen in the future is increasingly happening in societies around the world. Our government and social institutions have changed our understanding of America's history, our understanding of current events and our understanding of fundamental principles, more than we realize.

Historically in our country, "equality and justice" meant that the government tried to provide citizens a free, equal and just chance to succeed in life. I like to express this concept using a normal foot race analogy. The government served as the race track manager of the footrace. They didn't concern themselves with the capabilities of race participants or

who won or lost the race or by how much. In fact, that was the point of the race. Some participants were more qualified, talented, ambitious or fortunate and they often greatly exceeded other racers. Our country was designed to focus on making the race track as equal for each participant as possible. They thought that this equality was the best option for society.

This definition of equality and justice results in different outcomes and provides a tremendous encouragement for both individual and team incentives. Human effort, accountability, liberty, free enterprise and advancement are encouraged. It is inevitable that human achievement produces tremendous inequality in outcomes.

Imagine the ambition and efforts that motivate sports participants and teams to accomplish triumph. In other realms, how many classical musicians do we still remember? We only enjoy a small percent of their music. How many of the total number of modern musicians do people appreciate? How many total blogs are now available and how many of this total are very popular? Every area of human achievement demonstrates similar differences in achievement with some participants being much more successful than others and these dramatic differences are also true in our economic activities. Most people don't resent many of the inequalities of life if they believe the "game" is fair. Unfortunately, many are no longer convinced the "game" continues to be fair.

When the terms "equality and justice" are used today, they generally focus on a different meaning. They focus on results or outcomes. These definitions of equality and justice aren't just different—they are mutually exclusive. You can't have a footrace that focuses on equal opportunity and also ensuring that all participants reach the finish line at the same time. Neither can we have a country that focuses on equal opportunity and equal results. One definition excludes the other. Race track managers, or governments, that are trying to obtain equal results will need to be much more complicated, active and controlling than managers, or governments, that are seeking equal opportunity.

This redefinition not only changes what we think of as equal and just, it also moralizes these fundamental changes in the focus of our country. It rearranges our understanding of our society's morality. We all believe in equality and justice but how do we define equality and justice? Is it moral for our society to focus on equal processes and experience very different human outcomes or is it moral to have society adjust those processes to equalize human outcomes?

Focusing on equalizing outcomes raises an endless number of questions. It is impossible for any government to agree on these questions which will leave the society open to continuous moral disagreement. What outcomes should be equalized? What characteristics should require special benefits? Should society benefit some people because of natural differences between individuals and groups or focus on individuals that claim to have been damaged by society? Differences in intelligence and inherent physical attractiveness have huge impacts on life. Should people with different levels of incentives, ambitions and goals be treated differently? Should people from different family backgrounds be treated differently? Should certain minorities and women get special benefits? If minorities should get benefits, should Blacks, Latinos, American Indians and Asians be treated the same way or differently? Why or why not? Should some people with different sexual interests be given preference?

How should people with several of these differences be treated? Suppose there are two females, one is Black and one is Latino. Suppose both of them are lesbian. Also suppose one of them is a university professor and the other struggles with harmful addictions. How should they be treated by society? If we separate people in enough different ways, we have individuals, which is a great historical understanding of Western Civilization.

What ways should society benefit certain individuals or groups? Should society seek to equalize annual income or peoples' total accumulated wealth or should it supplement these to a basic level? Should it provide food, housing, utilities, clothing, transportation, communication, and medical support? Should society provide these to meet basic human

needs or should it aggressively equalize total wealth? What other characteristics should be equalized? Is it possible for the government to ever attempt to equalize people's lives?

Would equal outcomes benefit us individually and as a society? What impact would equalizing sporting outcomes have on individual and team incentives? How important are incentives to achievement? Is it moral to forcefully take resources from some people to personally benefit other people? How do these transfers impact both groups? The new definition of equality and justice discourages, and often reverses incentives and individual effort. Promoting equal outcomes promotes an incentive to convince decision makers that certain individuals or groups need special favors. This is especially true if the individual or group can convince society that they are victims of the society or its members.

The political and bureaucratic effort to accomplish equal results will be massive, intrusive and dedicated. **Author and speaker Jordan Peterson thinks it would require a bureaucratic inquisition to enforce equal results. Equalizing outcomes encourages tyranny. Who is going to measure equal outcomes?** Do we trust these people to transform our lives, our society and our country? Who will check both the providers and the people receiving the benefits for honesty and accountability?

In early America, social decisions were mostly made at the local level. Over time, power, control and money have moved to the state and the national level. Meanwhile, polls show that people trust their local governments more than the state, and especially more than the national government. The transfer of many of these duties and power from the local to the national government is a huge violation of the federal design of how our government was supposed to work. The national government has taken these responsibilities because it greatly increases their political power. There is neither historical nor Constitutional authority for this transfer of power away from the people.

Many politicians want to move more authority and responsibilities to global entities that are not restrained by our democracy, Constitution or values. National and especially global institutions are

distant and unaccountable to individual citizens who correspondingly eventually lose their loyalty to these institutions. Jordan Peterson comments about institutions that are said to be too big to fail. He contends that they are so big that eventually they will lose so much contact with people that they must fail. He believes that focusing on equal results is so destructive and pathological that we should shun promoting it just as we resist promoting Nazism/Fascism.

At least since the Civil War, Indian reservations don't experience either equal opportunity or equal results. They are controlled by the plenary (total, complete) power of the national government. The national government has given sovereignty to tribal governments instead of creating equal opportunity for individual Indian citizens. Individual Indian citizens are controlled by two government sovereigns without normal citizenship rights. Reservations are designed to encourage communal control over assets. They are influenced by national Federal Indian Policy which is supposedly designed to benefit these reservations. The fruit of these choices is that reservations continue to suffer severe economic and social destruction. The 1930s designers of the modern reservation system, who were avowed Socialists, expected then to be a model for the rest of us to emulate. Their visionary dreams have turned into the opposite actual reality.

CERA Membership Dues-\$35

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PO Box 0379

Gresham, WI 54128

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We are currently updating content.

Please bear with us and check back soon.

Thank you.

<http://citizensalliance.org>

While massive income inequality is a serious social concern, we haven't learned how to successfully understand and moderate this problem. Common forms of government benefits are often very destructive. Meaningful creativity and production are some of the most beneficial aspects of human life. Benefits to people should be provided in a way that encourages them to improve their lives while it also benefits society. We have spent trillions of dollars that could have increased our national prosperity. Meanwhile, the "war on poverty" hasn't been successful at reducing poverty in our society and it often destroys the people's lives and the communities it was designed to benefit.

Many of the ideas for this article came from *A Conflict of Visions-Ideological Origins of Political Struggles* by Thomas Sowell and YouTube videos by Jordan Peterson like *The fatal flaw lurking in American leftist politics* | Big Think Top Ten 2018.

A Casino For A One Member Tribe???

by Butch Cranford, CA

Would the Bureau of Indian Affairs (BIA) and the National Indian Gaming Commission (NIGC), approve a large Las Vegas style casino for a "tribe" with one adult member? A "tribe" that as a non-gaming tribe in California receives a minimum of \$1.1 million annually from gaming tribes? A "tribe" that has never had a reservation and has never had land in trust as required by the Indian Gaming Regulatory Act? Then would such an improbable approval be defended by federal attorneys in federal courts? Would federal judges believe such a story? Unbelievable, sounds impossible – right? Wrong, the approval of an illegal casino for the one member Buena Vista "tribe" by the BIA and NIGC was defended by unethical federal attorneys and then the unlawful approval was upheld by inept federal judges. This Indian casino just opened in April 2019 in the tiny rural hamlet of Buena Vista, California. This is not a joke! The corruption and ineptitude at work at the (BIA), the (NIGC), among federal

Attorneys, and in some Federal Courts is serious and beyond belief.

To understand how this happened, a review of the land at issue and the "tribe" in question is necessary. This incredible story begins quietly in 1926 when the United States purchases a 67 acre rancheria (small ranch) in fee at Buena Vista (BV), Amador County for homeless California Indians. There is no evidence of any Indians living on the BV rancheria until 1935 when Louie, Annie, & Johnnie Oliver and Josie Ray occupy the property. By 1941 the property is home to only the family (5) of Louie and Annie Oliver and the Oliver family are the only residents until 1959.

In 1959 pursuant to the Termination Act and at the Oliver's request, the Department of the Interior (DOI) executed a deed conveying the property in unrestricted fee to Louis and Annie Oliver as joint tenants. The United States no longer had any interest in the property and the Oliver's and their descendants were no longer recognized as Indians eligible for benefits or programs as Indians. The BV fee property owned in fee by Louie and Annie Oliver was subject to the jurisdiction of Amador County.

There is no evidence the 67 acre BV rancheria was ever held in trust by the United States or designated a federal Indian reservation by Congress or the Secretary of the Interior. Nor is there any evidence that a "tribal government" or "tribe" ever existed at BV.

From 1959 to 1973 the Olivers lived on the property until Annie's death in 1972 and Louie's death in 1973. In 1975, probate of the estate of Louie Oliver was settled in Amador Superior Court. Ownership of the BV property was assigned to Enos Oliver and Lucy (Oliver) Lucero in undivided one-half interests after Jesse Morningstar Pope (Louie's nephew) declined an undivided interest in the property. Enos died intestate in 1978 and his estate including his undivided one-half interest in the property was not settled in Amador Superior Court until 1996.

NOTICE!!!

If your intention is that your donation will be tax-deductible it **must** be made out to "CERF".

In 1979, the sole living owner of the property, Lucy Lucero, joined her one-half interest with sixteen other plaintiff rancherias in a class action suit against the United States known as Tillie Hardwick. The estate of Enos Oliver did not join suit. The suit was settled via a stipulated agreement in 1983 and the Court certified class of persons for BV included only Lucy Lucero. Lucy's status as an individual Indian was restored pursuant to language in paragraph three of the agreement.

Paragraph four of the agreement provided a process for the plaintiffs to be federally recognized and is included below:

4. The Secretary of the Interior shall recognize the Indian Tribes, Bands, Communities groups of the seventeen rancherias listed in paragraph 1 as Indian entities with the same status as they possessed prior to distribution of the assets of these Rancherias under the California Rancheria Act, and said Tribes, Bands, Communities and groups shall be included on the Bureau of Indian Affairs Federal Register list of recognized tribal entities pursuant to 25 CFR, Section 83.6(b) which states: (b) The documented petition must include a certification, signed and dated by members of the group's governing body, stating that it is the group's official documented petition. (emphasis added)

BV plaintiff Lucy Lucero never filed a petition for federal recognition and there is no record of federal recognition of the one Tillie Hardwick plaintiff (Lucy) from the BV property as a tribe.

On May 27, 1986 Lucy Lucero, sold her undivided one-half interest in the property to a woman from Yuba City named Donna Marie Potts. Potts was not a Miwok Indian and was not related to Lucy or the Olivers.

On May 14, 1987, the federal court entered a second stipulation with Amador County and an unidentified BV plaintiff pursuant to the 1983 Tillie Hardwick agreement. The agreement dealt exclusively with the assessment/collection of property taxes for the BV property. Amador County agreed to exempt the property from property taxes after an exemption form was developed with the co-operation of an unidentified BV plaintiff with the exemption form to be

filed annually. Pursuant to these actions being completed the County agreed to "treat" the BV rancheria like an Indian reservation. Remember Lucy was the only Tillie Hardwick plaintiff from BV and no longer owns an interest so there could not have been a BV plaintiff in 1987.

Amador County does not have authority to exempt any property from property tax as that authority in California resides exclusively with the California legislature. No BV plaintiff ever met with County personnel to develop the exemption form and no request to exempt the BV property from property tax was ever received. Without any request to exempt the BV property Amador County was not obligated to treat BV like any Indian reservation and they did not. The 1987 agreement is a nullity on its face.

On May 1, 1996 the probate of Enos Oliver's estate is concluded in Amador Superior Court with Potts receiving one-half of Enos's one-half interest in compliance with Lucy's will. Potts purchases the remaining interest from Enos's adopted son John Fielder. Donna Marie Potts, a private citizen, not a Buena Vista Miwok Indian, and not a plaintiff in Tillie Hardwick becomes the sole owner of the property in fee simple.

It is evident a non-existent BV "tribe" or the BIA had no jurisdiction, control, or ownership of the property from 1959 to 1996. It was never a reservation and the Olivers, Lucy, Enos, and Potts were successive owners in fee. Tribal trust land and federal Indian reservations are not subject to probate in County Superior Courts but instead are subject to probate by the BIA. No objection to this treatment of the property as fee non reservation land was ever raised by any BV plaintiff or the BIA or DOI or by Potts or any other person.

On August 1, 1996 Potts transferred her non-Indian/non-tribal/non-reservation private fee property to the nonexistent Buena Vista Rancheria of Mewuk Indians and records the deed at the Amador County Records Office. Then within a minute, Pott elected herself the BV "tribal" spokesperson and filed a second deed purporting to, as the spokesperson for the BV rancheria, transfer the 67 acre

BV rancheria to “the United States Department of Interior, Bureau of Indian Affairs.”

On September 6, 1996 Potts amends the August 1st deed to read; ...”to: The United States of America in Trust for the Buena Vista Rancheria of Me-Wuk Indians, their interest in the following described property” (the 67 acres). In 1996 there were zero Miwok/Mewuk Indians at BV. Based on this fraudulent deed the County Assessor improperly removes the property from the tax rolls. On November 18, 1996 the Amador County Recorder receives a letter from the DOI informing him that the September 6th deed was not a valid conveyance to the U.S., but the assessor failed to return the BV rancheria to the tax rolls.

Between 1996 and 2002 Potts fraudulently misrepresented herself as Lucy’s niece and as the BV “tribal” spokesperson to local, County, State, and Federal officials in order to build a casino on the property. She obtained approval for gaming ordinances in 1996 and 2001 by misrepresenting herself as the legitimate spokesperson of the nonexistent BV “tribe” to the National Indian Gaming Commission. Then she misrepresented herself as the legitimate spokesperson of the nonexistent BV “tribe” to then Governor Davis and obtained a Gaming Compact in 1999. In testimony before the Senate Indian Affairs Committee in September 2002 Potts misrepresented herself as Lucy’s niece, as a BV Miwok Indian and as the legitimate BV tribal spokesperson. She was none of those things.

In 2002 Rhonda Morningstar Pope (Jesse Morningstar Pope’s daughter) absent for years suddenly appears and challenges Potts’ claims that Potts is Lucy’s niece, that Potts is a BV Miwok, and that Potts is the legitimate tribal spokesperson in Federal Court. Pope informs the Court she is opposed to Potts efforts to build a casino at BV on the bones of her ancestors.

Evidence provided by Pope proved conclusively that Potts was not Lucy’s niece, not a BV Miwok and not the legitimate spokesperson and the Federal Court enjoins Potts from taking any action as spokesperson for BV while the suit continues.

In 2004 Pope and Potts reach an out of court settlement. This settlement was documented in an agreement between Potts, Pope, and Pope’s casino investor (New York millionaire Tom Wilmott), in which the investor agreed to pay a total of \$25 million to Potts to purchase Pope’s interest in the 67 acres and Pope’s title as “tribal” spokesperson. Pope will build a casino on the bones of her ancestors.

In 2004 the Amador County assessor placed the fee BV rancheria back on the tax rolls based on a letter he received from the BIA stating the BV property was not held in trust by the United States. The County Tax Collector refused to collect any taxes to the present and the Board of Supervisors took no action to assert their jurisdiction over the fee non-reservation property when wells were drilled and buildings built without required County permits despite repeated requests from local citizens to stop the unlawful actions taking place on the BV property.

June 30, 2005, NIGC Acting General Counsel, Penny Coleman, delivered a lands opinion wherein she claimed that Amador County created an Indian reservation by virtue of the 1987 Tillie Hardwick property tax exemption agreement and opined that the BV Rancheria was eligible for a casino pursuant to the Indian Gaming Regulatory Act because the fee land at BV was a reservation. The Solicitor’s Office concurred in the determination.

All the false and misleading pieces are now in place for the BIA and NIGC to approve a casino for BV and with unethical federal attorneys to successfully defend the approval in federal court for a “tribe” with one adult voting member; Rhonda Morningstar Pope and no land eligible for Indian gaming.

The approval is based solely on the fictitious lands opinion delivered by NIGC Acting General Counsel Penny Coleman. Let’s examine what precisely is wrong with that opinion which is available on the NIGC website. In July 2009 I advised the Secretary of the Interior, Ken Salazar, and other federal officials about the serious deficiencies and the many false and misleading statements made by

Ms. Coleman in the 2005 lands opinion and requested the immediate withdrawal of the NIGC lands opinion for BV. I received no reply to my detailed request.

The 2005 BV lands opinion is severely deficient, is not accurate as to the facts, grossly misrepresents the history of the land, misuses the Tillie Hardwick Stipulated Judgements, and is not supported by documents and records currently available from the BIA, DOI, Amador County, and the National Archives. Several Formal Opinions from the Office of the Solicitor related to the unsupported claims and illogical conclusions by the BV lands opinion were requested.

First, a request for an opinion as to whether Amador County has the authority to create a Federal Indian Reservation whose lands would be eligible for gaming pursuant to the IGRA as opined by Ms. Coleman in the BV opinion. Second, whether Amador County has the authority to bind the United States to treat the land at Buena Vista like any Indian reservation as claimed by Ms. Coleman in the opinion for BV. The obvious answer to both questions in NO. Amador County was never delegated such authority and has no such authority.

Because the land at BV had been probated in Amador Superior Court as late as 1996; a full 10 years after the alleged creation of an Indian reservation by Amador County I ask for an opinion as to whether "Indian Reservations" are subject to probate in the Courts of California as well as an opinion as to whether title to "Indian Reservations" can be sold or transferred without consent and approval of the United States, the Department of the Interior, or the Bureau of Indian Affairs. Title to the BV property was transferred several times between 1959 and 1997 without any consent or approval by the U.S., the DOI, or the BIA.

Finally requests for opinions related to the Tillie Hardwick agreements were made. An opinion as to whether the 1983 Tillie Hardwick stipulated judgement restored any plaintiffs or plaintiff rancherias to Federal Recognition without further action by plaintiffs or plaintiff rancherias as prescribed at paragraph 4 of the 1983 Tillie Hardwick stipulated judgement. A request for recognition from BV was

made and no petition has been provided.

Lastly, a request for an opinion as to whether the 1983 Tillie Hardwick stipulated judgement restored any plaintiffs' lands or plaintiff rancheria lands to status as a reservation or to trust status without further action by plaintiffs or plaintiff rancherias as prescribed at paragraph 6 and/or 7 of the 1983 Tillie Hardwick stipulated judgement. A request for copies of any fee to trust application or requests for restoration to status as a reservation were requested. None have been provided.

As unbelievable as it may sound, there is a Las Vegas style casino in rural Buena Vista, unlawfully approved by the BIA and NIGC, defended by unethical federal attorneys, and upheld by inept federal judges, that is located on fee land that has never been held in trust, is not a federal Indian reservation (unless of course you believe Amador County can create such) for a tribe that at its zenith consisted of one small family, with no evidence of any tribal government, and with one adult voting member when the casino was approved. And that one adult member "tribe" was receiving a minimum of \$1.1 million annually from gaming "tribe" in California.

My friend, Attorney Jim Marino, often said when hearing similar stories about the manner in which the BIA and NIGC "creatively" administer fee to trust and Indian gaming in violation of the law and their own regulations; *"If you made this stuff up, no one would believe it."*

This you can believe; that unless and until we citizens stand together and challenge the unlawful unconstitutional decisions and approvals coming forth from the BIA and NIGC, these unethical illegal behaviors from corrupt bureaucrats will continue. CERA is dedicated to seeing that our Constitution and the law is followed in the administration of Federal Indian Policy. It is up to no one else but us!

Federal Indian Policy is unaccountable, destructive, racist, and unconstitutional. It is, therefore CERF and CERA's mission to ensure the equal protection of the law as guaranteed to all citizens by the Constitution of the United States.

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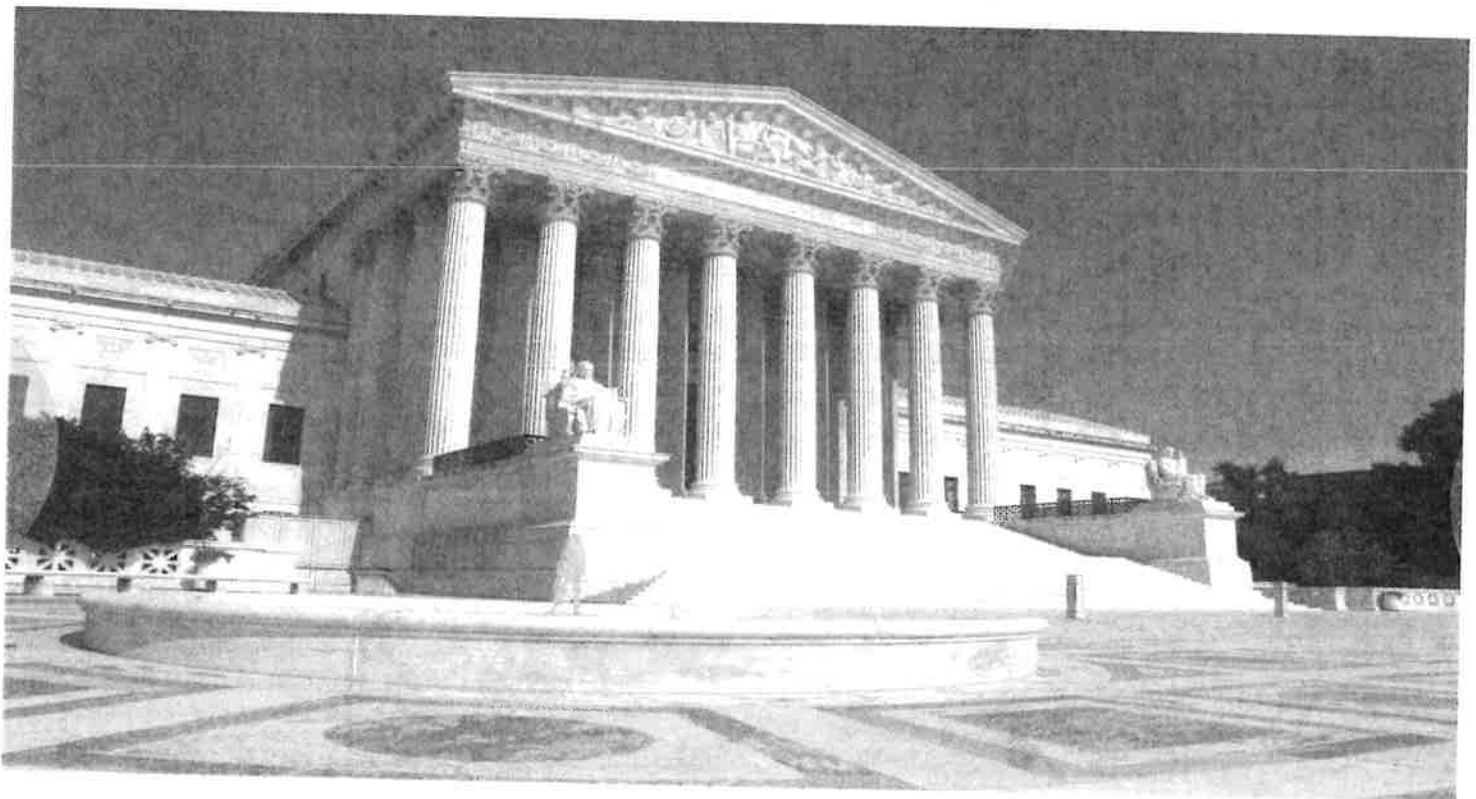
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217 2nd St. NW
Aitkin, MN 56431

5643181270 C002



June, 2019

Sirs and Mesdames:

It has come to my attention that the Aitkin County Board of Commissioners is refusing to help fund the McGregor Area ANGELS. As you may know, the ANGELS organization is firmly established in the McGregor area committed to helping older citizens of the county to remain in their homes as long as possible. Among other services they sponsor the monthly Community Meals, the monthly Foot Clinic, Bingo and movies. They coordinate rides for the clients to doctor appointments, shopping and other means of social contact. An atmosphere of trust and caring has been built with the 133 plus clients they serve.

Aitkin County is a large county and although the CARE Program benefits many in the western part of the county, if the ANGELS Program were to cease to exist, many of the clients and voters in the McGregor, McGrath and eastern Aitkin county would no longer be adequately served.

This is a wonderful program that deserves the support and financial assistance from the Aitkin County Board of Commissioners.

Sincerely,

Joan Wilson



JOAN WILSON

141 2ND AVE EAST #104

MCGREGOR, MINNESOTA 55760



SAINT PAUL MN 550

JUN 17 2019

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*Aitkin County Board of Commissioners
Aitkin County Court House
Aitkin, MN 56431*

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

Sandra Wheelcor, Supervisor Aitkin County Rural Rides
Arrowhead Economic Opportunity Agency, Inc.
702 Third Avenue South
Virginia, MN 55792

COPY

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$2,500.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.

With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
- A narrative that includes the services you provide to the taxpayers of Aitkin County
- A list of who these services are rendered to and approximately how many people are served
- Three pieces of information that the County Board believes is necessary:
 - What is your total annual operating budget?
 - What is your year end Fund balance (capital and operating or other)
 - Where else does your funding come from - i.e., grants etc.

Please have this information back to me prior to July 26th for consideration of the County Board.

If you have any questions, please feel free to call me at (218) 927-3093. Thank you for your time and attention to this matter.

Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

Caroline Larson
Support Within Reach
312 Minnesota Avenue, Suite 2009
Aitkin, MN 56431

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Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W.
Aitkin, MN 56431
218-927-3093

June 18, 2019

Aitkin County Soil and Water Conservation District
Steve Hughes
130 Southgate Drive
Aitkin, MN 56431

COPY

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According to our records, in 2019 your organization received appropriations in the amount of \$98,034.

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County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

COPY

June 18, 2019

Snake River Watershed Management Board
18 N Vine Street #291
Mora, MN 55051

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According to our records, in 2019 your organization received appropriations in the amount of \$10,079.

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- A list of who these services are rendered to and approximately how many people are served
- Three pieces of information that the County Board believes is necessary:
 - What is your total annual operating budget?
 - What is your year end Fund balance (capital and operating or other)
 - Where else does your funding come from - i.e., grants etc.

Please have this information back to me prior to July 26th for consideration of the County Board.

If you have any questions, please feel free to call me at (218) 927-3093. Thank you for your time and attention to this matter.

Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

Northern Counties Land Use Coordinating Board
35559 Hill Road
Grand Rapids, MN 55744-4760

COPY

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$2,000.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.

With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
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Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

McGregor Airport Commission
McGregor City Hall
McGregor, MN 55760

COPY

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$13,900.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.


With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
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Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

Joint Counties Natural Resources Board
Beltrami County
701 Minnesota Avenue, NW
Bemidji, MN 56601

COPY

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$1,000.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.


With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
- A narrative that includes the services you provide to the taxpayers of Aitkin County
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- Three new pieces of information that the County Board believes is necessary:
 - What is your total annual operating budget?
 - What is your year end Fund balance (capital and operating or other)
 - Where else does your funding come from - i.e., grants etc.

Please have this information back to me prior to July 26th for consideration of the County Board.

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Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

COPY

Aitkin County Historical Society
PO Box 215
Aitkin, MN 56431

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$16,500.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.

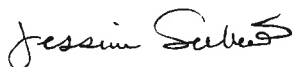
With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
- A narrative that includes the services you provide to the taxpayers of Aitkin County
- A list of who these services are rendered to and approximately how many people are served
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 - What is your total annual operating budget?
 - What is your year end Fund balance (capital and operating or other)
 - Where else does your funding come from - i.e., grants etc.

Please have this information back to me prior to July 26th for consideration of the County Board.

If you have any questions, please feel free to call me at (218) 927-3093. Thank you for your time and attention to this matter.

Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

COPY

June 18, 2019

East Central Regional Library
244 South Birch Street
Cambridge, MN 55008

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$233,220.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.

With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
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- A list of who these services are rendered to and approximately how many people are served
- Three pieces of information that the County Board believes is necessary:
 - What is your total annual operating budget?
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Please have this information back to me prior to July 26th for consideration of the County Board.

If you have any questions, please feel free to call me at (218) 927-3093. Thank you for your time and attention to this matter.

Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

COPY

Aitkin County CARE
P.O. Box 212
Aitkin, MN 56431

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$37,900.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, the Board asks that you give a presentation and explain the situation. Specifically, the Board would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, you will be asked to include any steps your organization is taking to control your costs.

With all requests, regardless of whether or not you are seeking an increase, please include:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used
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Please have this information back to me prior to July 26th for consideration of the County Board.

If you have any questions, please feel free to call me at (218) 927-3093. Thank you for your time and attention to this matter.

Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm. 134
Aitkin, MN 56431
218-927-3093

COPY

June 18, 2019

Aitkin Airport Commission
109 1st Ave NW
Aitkin, MN 56431

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$14,107.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.

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If you have any questions, please feel free to call me at (218) 927-3093. Thank you for your time and attention to this matter.

Sincerely



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
Jessica Seibert, County Administrator
217 Second Street N.W., Rm 134
Aitkin, MN 56431
218-927-3093

June 18, 2019

Ag Society
Kirk Peysar-Aitkin County Courthouse
209 2nd St NW
Aitkin, MN 56431

COPY

Aitkin County is establishing its 2020 budget. As an organization that received funds from Aitkin County in 2019, we are asking for your assistance.

According to our records, in 2019 your organization received appropriations in the amount of \$10,000 and an additional \$10,000 for capital improvements.

Please indicate the project(s) that you intend to fund with the capital appropriations.

There will be very limited availability of funds for appropriations in 2020. In the event your organization is requesting an increase, please be sure to include a statement which justifies the requested increase. Specifically, we would like to know the expenditure or revenue pressure your organization is facing and how any increase granted by the County Board would improve services. Also, please include any steps your organization is taking to control your costs.

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Sincerely,



Jessica Seibert, MPA
County Administrator

cc: Aitkin County Board of Commissioners
Budget Correspondence



Board of County Commissioners Agenda Request

Add-m
Agenda Item #

Requested Meeting Date: June 25, 2019

Title of Item: Contract Approval and Signing for Survey Remonumentation Project

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Randy Quale, County Surveyor		Department: Land/County Surveyor
Presenter (Name and Title):		Estimated Time Needed:
Summary of Issue: <p>I am requesting that you approve and sign the Professional Contract for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019, allowing Widseth Smith Nolting and Associates to move forward with the project. See attached document for more information. Also included for review are Letter of Credit (reviewed and approved by the County Attorney) and Certificates of Insurance.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve contract and authorize signatures		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$ 39,950.00</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		



Aitkin County Land Department

502 Minnesota Ave N
Aitkin, MN 56431

218-927-7364
acl@co.aitkin.mn.us

PROFESSIONAL CONTRACT FOR AITKIN COUNTY PUBLIC LAND SURVEY CORNER REMONUMENTATION PROJECT 01-2019

The below contract is made and entered into this 25th day of June, 2019, by and between The County of Aitkin, State of Minnesota (County), through the Aitkin County Land Department (Department) and Widseth Smith Nolting & Associates, Inc. (Contractor).

RECITALS

Whereas, in February of 2019 the County put out a Request for Proposal for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019, and;

Whereas, Contractor responded to the Request for Proposal, and;

Whereas, Contractor was the successful bidder and was consequently awarded the contract for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019, and;

Whereas, the County and Contractor are both desirous of entering into contractual relations for the above purpose,

NOW THEREFORE the County, through the Department, and the Contractor agree as follows:

ARTICLE 1

THE CONTRACT DOCUMENTS

The contract Documents, consist of this contract, the County's Request for Proposal, and the Contractors response. These form the Contract, and all are as fully a part of the Contract as if attached to this Contract or repeated herein.

ARTICLE 2

THE WORK

The Contractor shall perform all the Work required in conformance with Contract Documents as listed in Article 1.

ARTICLE 3

TERM

The term of the Contract shall be from June 25, 2019 to July 01, 2020 unless earlier terminated. The Contract may be terminated in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

ARTICLE 4

CONTRACT SUM

The County shall pay the Contractor in current funds for the performance of the work, subject to additions and deductions by Change Order as provided in the Contract Documents, not to exceed the Contract sum of \$39,950.00.

ARTICLE 5

PAYMENT

The contractor shall submit billing invoices to the County as directed by the contract documents. The County will pay the amount shown in the invoice within thirty-five days of receipt. Said payment is contingent upon Contractors work being performed in a manner which is acceptable to the County.

ARTICLE 6

COMPLIANCE WITH LAWS

Contractor shall abide by Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or here after adopted, pertaining to this Contract or the subject matter of this contract. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this Contract. This Contract shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Contract shall be venued in the County of Aitkin, State of Minnesota.

ARTICLE 7

INDEPENDENT CONTRACTOR STATUS

Contractor is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between County and Contractor or Contractors agents, servants or employees. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. Contractor acknowledges and agrees that Contractor, Contractors agents, servants and employees, are not entitled to receive any of the benefits received by County employees and is not eligible for workers' or unemployment compensation benefits. Contractor also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor and that it is Contractor's sole obligation to comply with applicable provisions of all Federal and State tax laws.

ARTICLE 8

INDEMNIFICATION

Any and all claims that arise, or may arise, on behalf of Contractor, its agents, servants or employees as a consequence of any negligent act or omission on the part of Contractor or its agents, servants, or employees while engaged in the performance of the Contract shall in no way be the obligation or responsibility of the County. Contractors shall indemnify, and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorneys' fees which the County, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent or willful act or admission of Contractor, its agents,

servants or employees in the execution, performance or failure to adequately perform Contractor's obligations pursuant to this Contract. This shall include any and all copyright, trademark, patent or other intellectual real property claims, issues or matters arising out of Contractor's act or admission, whether the same be negligent, willful or otherwise.

ARTICLE 9

INSURANCE

In order to protect itself and to protect the County under the indemnity provisions set forth above Contractor shall, at Contractor's expense, procure and maintain policies of insurance covering the term of this Contract. Such policies of insurance shall apply to the extent of, but not as a limitation upon or in the satisfaction of, the indemnity provisions herein. All retentions and deductibles under such policies of insurance shall be paid by Contractor. Each such policy of insurance shall contain a clause providing that such policies shall not be canceled by the issuing insurance company without at least 10 days written notice to the County of the intent to cancel. The amount of insurance shall be that as laid out in the documents evidenced in Article I above.

ARTICLE 10

ASSIGNMENT OF INTEREST

The parties shall not enter into any subcontract for the performance of services contemplated under this Contract nor assign any interest in the Contract without prior written consent of all parties and subject to such conditions and provisions as are deemed necessary. Contractor shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

ARTICLE 11

NON-DISCRIMINATION

During the performance of this contract, Contractor agrees that no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights and, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

ARTICLE 12

CONFIDENTIALITY CLAUSE

The Contractor understands that in order to provide service to the County, the Contractor requires access to equipment and facilities that may contain databases maintained by the County both in physical and electronic form. These databases contain information that is confidential and/or private information on individuals. This information is protected both by State law, including the Minnesota Government Data Privacy Act and the Minnesota Health Records Act, and Federal law including the Health Insurance Portability and Accountability Act of 1996 (HIPPA). Any release of information in violation of these laws can result in both criminal and civil sanctions including fines, civil damages, and incarceration. Contractor hereby agrees not to disclose, in any way, information obtained from its access to County's facilities and to fully indemnify and hold harmless the County from any and all claims that may be made

because of release of protected information by the Contractor, its employees or agents whether such release is intentional or negligent.

ARTICLE 13

AUTHORIZED REPRESENTATIVE

Notification required to be provided pursuant to this Contract shall be provided to the following named persons and addresses unless otherwise stated in this contract or in a modification of this Contract.

CONTRACTOR

Chad Conner, Project Manager/Vice President

COUNTY

Randy Quale, County Surveyor

ARTICLE 14

SEVERABILITY

The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantial impair the value of the entire Contract with respect to either party.

ARTICLE 15

MODIFICATIONS

The County and Contractor hereby acknowledge that they have read this Contract and affirmatively states and represents that they understand its contents. The contract Documents, consist of this contract, the County's Request for Proposal, and the Contractors response by and between the County and Contractor and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by the authorized representatives of the County and Contractor.

IN WITNESS WHEREOF: The parties hereto have executed this Contract on this 25th day of June, 2019.

COUNTY OF AITKIN

CONTRACTOR

By: _____
Anne Marcotte, Chair

By: _____
Chad Conner, Vice President

By: _____
Jessica Seibert, County Administrator



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	CONTACT NAME: Jeanne Danmeier PHONE (A/C, No. Ext): (952) 893-1933 FAX (A/C, No.): (952) 893-1819 E-MAIL ADDRESS:																					
INSURED Widseth Smith Molting & Associates Inc. 216 South Main Street P. O. Box 458 Crookston MN 56716	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: XL Specialty Insurance Co.</td><td></td><td>37885</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: XL Specialty Insurance Co.		37885	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER: 2019 - 2020 1

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR9936980	1/22/2019	1/22/2020	Each Claim/ \$3,000,000 Each Policy Year Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER**CANCELLATION**

Aitkin County Land Department 502 Minnesota Avenue North Aitkin, MN 56431	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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BREMER BANK

BREMER BANK, NATIONAL ASSOCIATION
STANDBY LETTERS OF CREDIT MN-001-73FO
8555 EAGLE POINT BOULEVARD LAKE ELMO, MN 55042

SWIFT: BRFSUS4T
PHONE: 800-908-2265
FAX: 651-734-4277


JUNE 19, 2019

LETTER OF CREDIT NUMBER: S150011170
DATE OF ISSUE: JUNE 19, 2019
EXPIRATION DATE: JULY 1, 2020
AMOUNT: USD 39,950.00
APPLICANT: WIDSETH SMITH NOLTING & ASSOCIATES
216 S MAIN ST
CROOKSTON, MN 56716
BENEFICIARY: AITKIN COUNTY
502 MINNESOTA AVENUE NORTH
AITKIN, MINNESOTA 56431

BREMER BANK, NATIONAL ASSOCIATION


JESSICA WEGWERTH
INTERNATIONAL SPECIALIST

BREMER BANK, NATIONAL ASSOCIATION


LAURA BURR
OFFICER

COPY



BREMER BANK, NATIONAL ASSOCIATION
STANDBY LETTERS OF CREDIT MN-001-73FO
8555 EAGLE POINT BOULEVARD LAKE ELMO, MN 55042

SWIFT: BRFSUS4T
PHONE: 800-908-2265
FAX: 651-734-4277

IRREVOCABLE STANDBY LETTER OF CREDIT NO. S150011170

ISSUE DATE: JUNE 19, 2019
EXPIRATION DATE: JULY 1, 2020

BENEFICIARY:

AITKIN COUNTY
502 MINNESOTA AVENUE NORTH
AITKIN, MINNESOTA 56431

WE HEREBY ESTABLISH OUR IRREVOCABLE STANDBY LETTER OF CREDIT IN YOUR FAVOR FOR THE ACCOUNT OF WIDSETH SMITH NOLTING & ASSOCIATES FOR AN AMOUNT NOT TO EXCEED USD 39,950.00 (THIRTY NINE THOUSAND NINE HUNDRED FIFTY AND NO/100 UNITED STATES DOLLARS).

PAYMENT UNDER THIS LETTER OF CREDIT IS AVAILABLE AGAINST PRESENTATION OF THE BENEFICIARY'S SIGHT DRAFT DRAWN ON US ACCOMPANIED BY:

- 1) THE ORIGINAL LETTER OF CREDIT AND ALL AMENDMENTS
- 2) A STATEMENT SIGNED BY AN INDIVIDUAL PURPORTING TO BE AN AUTHORIZED SIGNER OF THE BENEFICIARY STATING THAT "WE ARE DRAWING UNDER THIS LETTER OF CREDIT AS THE APPLICANT HAS NOT PERFORMED PER THE AITKIN COUNTY PUBLIC LAND SURVEY CORNER REMONUMENTATION PROJECT 01-2019."

ALL DRAFTS MUST BEAR THE CLAUSE "DRAWN UNDER BREMER BANK, NATIONAL ASSOCIATION STANDBY LETTER OF CREDIT NUMBER S150011170 DATED JUNE 19, 2019."

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT SHALL BE CONSIDERED AUTOMATICALLY EXTENDED WITHOUT AMENDMENT FOR ONE (1) YEAR FROM THE PRESENT OR ANY FUTURE EXPIRATION DATE, UNLESS WE NOTIFY YOU IN WRITING BY COURIER MAIL AT LEAST THIRTY (30) DAYS PRIOR TO ANY SUCH EXPIRATION DATE THAT THIS LETTER OF CREDIT WILL NOT BE RENEWED FOR ANY SUCH ADDITIONAL PERIOD.

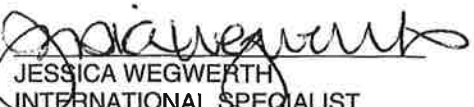
WE HEREBY ENGAGE WITH DRAWERS THAT ALL DRAWINGS MADE HEREUNDER AND IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS LETTER OF CREDIT WILL BE DULY HONORED BY US IF RECEIVED AT BREMER BANK, N.A., STANDBY LETTERS OF CREDIT, 8555 EAGLE POINT BOULEVARD, MN-001-73FO, LAKE ELMO, MINNESOTA 55042 ON OR BEFORE THE EXPIRATION DATE.


PURSUANT TO U.S. LAW, WE ARE REQUIRED TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES PARTIES TO THE TRANSACTION AND WE ARE PROHIBITED FROM ISSUING, TRANSFERRING, ACCEPTING, OR EFFECTING PAYMENT TO ANY PARTY OR ENTITY IDENTIFIED BY THE U.S. DEPARTMENT OF TREASURY INCLUDING ANY OFFICE AND BUREAU THEREOF OR SUBJECT TO THE DENIAL OF EXPORT PRIVILEGES BY THE U.S. DEPARTMENT OF COMMERCE.

THIS CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES (ISP 98), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590, OR ANY SUBSEQUENT REVISION THERETO.

BREMER BANK, NATIONAL ASSOCIATION

BREMER BANK, NATIONAL ASSOCIATION


JESSICA WEGWERTH
INTERNATIONAL SPECIALIST


LAURA BURR
OFFICER

COPY



WIDSE-1

OP ID: LR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Zimny Insurance Agency 1103 Broadway St, Ste 100 Alexandria, MN 56308 Anthony Zimny		320-762-2124		CONTACT NAME: Anthony Zimny PHONE (A/C, No, Ext): 320-762-2124 FAX (A/C, No): 320-762-5433 E-MAIL ADDRESS:
INSURED Widseth, Smith, Nolting & Associates, Inc. 216 S Main St Crookston, MN 56716		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : SECURA		22543
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BP 3299234	02/01/2019	02/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA 3299235	02/01/2019	02/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			BP 3299234	02/01/2019	02/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 3299236	02/01/2019	02/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Aitkin County Land Department
502 Minnesota Ave N
Aitkin, MN 56431

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Board of County Commissioners Agenda Request

Add-on

Agenda Item #

Requested Meeting Date: 6/25/2019

Title of Item: Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5-10 Minutes
Summary of Issue: The Personnel Committee met on 6/11/2019 and unanimously recommends the following: 1) Create a full-time Chief Financial Officer position, Grade 12. A job description is attached. Relates to succession planning and emphasis will be placed on knowledge transfer from the County Auditor to the CFO. This position was previously titled Financial Assistant (Grade 10) - position updated following Jon Knutson's resignation. The Grade 12 pay range is \$61,686 - \$91,830. 2) The Land Department has undergone some reorganizing following retirements. Accept the consultant's recommendation of Grade 7 for the Forester position (previously Grade 6) and Grade 8 for Sr. Forester. Total cost increase estimated to be \$4,727 in 2019. Job descriptions are attached.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to create and authorize filling a full-time CFO position, Grade 12, and to accept the consultant's recommendation of Grade 7 for Forester and Grade 8 for Sr. Forester.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Described above.		



Position Description

CHIEF FINANCIAL OFFICER

Department Auditor's Office
Grade Grade 12, pending board approval
Reports to County Auditor¹
FLSA Status Exempt
Union Status Non-union Position

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

This is a high level manager in training who will work closely with the County Auditor to learn administration of the property tax system, the financial accounting system, collection and disbursement of all county funds, county payroll administration, licensing, extension, land records, and preservation of county records. The primary objective is to learn the County Auditor responsibilities in accordance with Minnesota State Statutes; this would typically encompass collaborating with the County Board and department heads, performing complex analyses, and providing related recommendations to support the planning and implementation of County-wide fiscally sound financial practices.

The incumbent will also learn and assist with the administration of federal, state and local elections and voter registration. To serve as Chief Deputy Auditor.

Supervision Received

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

Supervision Exercised

Manages assigned staff in the department, including payroll, accounting, license center, and clerical support staff.

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, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.



Position Description

1. Calculates the tax capacity rates for all taxing jurisdictions in the County and computes the tax on each parcel of land.
2. Collects special assessments to distribute to the proper taxing district.
3. Administers delinquent tax parcel proceedings including confessions of judgment, and forfeitures.
4. Acts as chief election administrator for the County.
5. Oversees license center operations, including DNR, DPS, and DMV.
6. Collects deed and mortgage registration taxes, distributing accordingly.
7. Issues liquor, wine, beer, auctioneer, and other licenses as deemed appropriate.
8. Serves as a member of Board of Equalization, Canvassing Board, and Secretary to the Extension Committee.
9. Provides the overall administration and management direction for the daily financial affairs of the County.
10. Provides the County Administrator and County Board of Commissioners with detailed financial analysis to aid in development of County policy.
11. Works with the County Administrator to complete special projects at the request of the County Board.
12. Assists the County Administrator in preparing the annual budget for the County and makes recommendations to the County Budget Committee and County Board upon request as to expenditure levels, tax levies, tax impact, and other revenue sources available to the County.
13. Works with the County Administrator to provide analysis of current year budget performance to the County Departments and the County Board.
14. Manages the maintenance of the County's financial system including preparation and publication of the County's financial statements in accordance with generally accepted accounting principles and GASB pronouncements.
15. Coordinates the completion of the annual audit with the Office of the State Auditor and contracted audit firm.
16. Resolves accounting issues in accordance with generally accepted accounting principles and facilitates the transfer of data among the County's financial, property tax and payroll systems.
17. Performs administrative responsibilities for County ditch proceedings.
18. Acts as the County's Risk Manager by coordinating insurance coverage with Minnesota Counties Insurance Trust for all areas of insurable loss.
19. Assists with the development of and maintains policies and procedures to reduce County exposure to potential loss.
20. Manages the administration of the County's debt including rating, issuance, retirement and refunding options.
21. Provides support and financial knowledge to department heads.
22. Manages the fixed asset inventory system and depreciation to meet all GASB requirements.
23. Prepares the County's Capital Improvement Program.
24. Oversees the process for payment of purchases made in all county departments and ensures that all legal policies and regulations have been followed and that all purchases are charged to the proper account.
25. Represents the County on various boards and to various state and county agencies as assigned.



Position Description

26. Assists County Auditor with supervision of employees by directing and assigning work tasks and activities, training and instructing employees, and approving or rejecting the work product of employees. Participates in the hiring process and effectively recommends candidates for hire. Disciplines employees and effectively recommends suspension and discharge of employees when appropriate. Places letters of commendation in employees' personnel files when appropriate.
 27. 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.
 28. Conducts business in accordance with the Open Meeting law.
 29. Serves as the Minnesota Government Data Practices Act, Auditor's Office, Responsible Authority designee. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 30. Coordinates annual emergency practice drills in department.
 31. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in accounting, finance, business administration, or a related field, plus five (5) or more years of relevant experience, including government finance experience. High proficiency with governmental accounting software, property tax software, and payroll systems is desired.

Certified public accountant (CPA) or Master's degree in accounting or government finance is preferred. Supervisory experience preferred.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process. Must be bondable through the Minnesota Counties Intergovernmental Trust (MCIT).

Required to obtain a County Election Administrator Certificate issued by the State of Minnesota Secretary of State following hire. Required to obtain County Board of Appeal and Equalization certification online through the MN Department of Revenue.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. County government accounting practices.
3. Minnesota Statutes as they apply to municipal finance, bonding procedures, and general financial policies.
4. Operations, services and activities of a comprehensive fiscal services program.
5. Principles, practices, and methods of municipal finance and accounting defined by GFOA.



Position Description

6. Generally accepted accounting principles as defined by GASB.
7. Internal control principles and the ability to transfer that knowledge into policies and procedures.
8. Principles and practices of municipal budget preparation and administration, financial reporting, supervision, training and performance evaluation.
9. Knowledge of pertinent Federal, State and local laws, codes and regulations.
10. Internal audit trail procedures.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisor, peers, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Organizing, prioritizing, delegating, and supervising work.
3. Computer skills and typing skill sufficient to complete 30 net words per minute without errors.
4. Reading, writing, and speaking English proficiently.
5. Interviewing techniques.
6. Preparing fiscal presentations and presenting to a variety of groups, communicating complicated materials to individuals with low to moderate knowledge of the subject matter.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Follow complex oral and written instructions.
3. Plan and organize work and direct the work of others.
4. Ability to read and interpret documents such as bond documents, investment reports, financial documents, state statutes, reports, policies, and regulations, contracts, and procedure manuals.
5. Accurately analyze financial and accounting reports, assist in the formulation of fiscal and budgetary policy, develop new accounting systems and techniques, and maintain complex accounting records and prepare reports from such records.
6. Deal tactfully and efficiently with all levels of management, coworkers, and the public.
7. Prepare clear and concise administrative and financial reports. Prepare detailed financial analysis. Ability to communicate effectively with customers, other employees, supervisors and the public in person, by telephone and by email.
8. Operate election equipment and machinery, and to also train staff and election judges in its use.
9. Analyze workflow problems and to design procedures.
10. Perform detailed work rapidly and accurately.
11. Prepare and interpret complex fiscal reports and records.
12. Recognize accounting problems and effect solutions.
13. Communicate effectively, both orally and in writing.
14. Maintain satisfactory working relationships with professional and clerical staff and with the public.
15. Maintain confidentiality.
16. Analyze fiscal reports and choose appropriate accounting method to provide required data.
17. Maintain accurate and timely records through all stages of the accounting cycle.
18. Delegate work to subordinates and provide effective direction and supervision.
19. Analyze work flows processes and/or design and implement procedures to increase efficiency and effectiveness of employees.



Position Description

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 work with mathematical concepts such as probability and statistical inference.

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 Financial System (IFS), County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, and other job-related software.

Ability to Travel

Occasional travel required for trainings in and out of 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, 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.



Position Description

Equipment and Tools

Computer, copier, scanner, fax, telephone, printer, 10-key calculator, shredder, and other job-related equipment. County-owned vehicle and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Stooping, kneeling, crouching, reaching, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Semi-annually election duties arise that involve more physical types of labor involving lifting and/or carrying boxes of election materials and voting machines 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.

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.

6/20/2019

¹File note: When the County Auditor position next becomes vacant, it is the intent of Aitkin County to combine the two positions of County Auditor and County Treasurer into one position titled "County Auditor-Treasurer". The Chief Financial Officer will report to the elected County Auditor upon hire. If the Auditor and Treasurer positions are combined in the future and the position remains elected, we anticipate this CFO position will report to the County Administrator. If the future Auditor-Treasurer position becomes appointed, we anticipate this position will report to the appointed Auditor-Treasurer.

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Position Description

FORESTER

Department Land Department
Grade Grade 7, pending board approval
Reports to Assistant Land Commissioner
FLSA Status Non-exempt
Union Status AFSCME Courthouse 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 manage county tax-forfeited lands using multiple-use practices to enhance wildlife, recreational, and forestry interests.

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

Serves as a work leader for Forestry Technicians and seasonal equipment operators. Elements of direct control over these positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

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. Prescribes forest management projects using the latest silviculture practices. Silviculture is the science of controlling the establishment, growth, composition, health and quality of forests to meet diverse needs and values. Uses statistical equations (i.e., mensuration and biometrics) to cruise, inventory, evaluate timber. Makes independent land management decisions to meet County long term (100yr) and short term (5yr) management objectives. Makes a variety of independent high level land management decisions.
2. Monitors timber permits and timber stand improvement projects to ensure all contractual obligations are being met by the logger and/or company.
3. Oversees a unit (district) of county land to ensure that the forest is healthy and there is no public misuse of county land.



Position Description

4. Monitors ACLD lands to determine planting, release, insect and disease problems, harvesting needs and then develops management prescriptions to address those needs.
 5. Supervises timber contracts and permit holder to ensure contract specifications, financial oversight and for logging operations for compliance with state required best management practices and third party audit principles.
 6. Supervises contractors constructing roads, timber stand improvement, timber thinnings, site preparation, herbicide application, tree planting.
 7. Evaluates ACLD land management for Ecological Classification System based on an interpretation of soils and vegetation.
 8. Identification and eradication of invasive species that occur on county lands.
 9. Develops and maintains the county forest road system. If necessary, sets-up and supervises projects such as graveling, herbicide applications, timber stand improvements, and construction of roads.
 10. Locates boundaries between County and private lands using modern survey methods and equipment. Communicates with private landowners.
 11. Evaluates tax forfeited property regarding retention or disposal, estimates timber values, and makes recommendations for and supervises improvements. Prepares county lands for real estate sales. Provides due diligence for public safety and cleanup of lots. Investigates and coordinates with County Sheriff and Attorney's office for trespass and real estate property issues.
 12. Initiates wildlife projects and research on ACLD lands to meet management goals. Acquires input from wildlife professionals such as DNR U of M and sportsman groups..
 13. Helps develop and maintain ACLD recreational facilities (trails, campgrounds, water accesses, etc.) by working with various clubs and ACLD staff.
 14. Works with and safely around trailers, logging equipment, large construction equipment (i.e., Backhoes, skidsteers, fork lifts, road graders, dumptrucks).
 15. Makes public presentations to various groups. Trains next generation foresters by teaching classes for the University of Minnesota, Itasca Community College and others.
 16. Attend conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or higher in Natural Resources, Forestry, or a related field, plus three or more years related forestry experience and/or training.

Certified Timber Scaler issued by State of MN DNR preferred at time of hire, but not required.

Pesticide Applicator license issued by the State of MN Department of Agriculture preferred at time of hire, but not required.

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required



Position Description

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Silviculture practices in Minnesota.
3. State and local laws, rules, and regulations relevant to the work performed in this position.
4. Habitat needs of wildlife and plants.
5. Knowledge and understanding of soils, forest pests, and herbicides.
6. Different plant and tree species.
7. Basic land surveying.
8. General office work such as filing and recording information.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to, contractors, other agencies, customers and the public.
2. Operating light machinery and various forestry tools.
3. Accurately interpreting aerial photos.
4. Proficient GPS and compass orienteering.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently.
7. Effectively organizing and prioritizing 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. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, loggers, contractors, individuals, special interest groups, government agencies and the general public.
3. Read and understand legal descriptions and several different types of maps.
4. Work in all types of weather and conditions
5. Physically traverse in treacherous conditions.
6. Communicate with the public and different contractors using good judgment, integrity, and tact.
7. Demonstrate independent and innovative thinking.
8. Demonstrate a high degree of self-motivation and the ability to work independently
9. Endure hazardous insect, animals, and plants.
10. Maintain accurate daily logs.
11. Motivate and direct seasonal staff as they work.
12. Safely operate chainsaws, brush axes, ATVs, snowmobiles and pickup trucks.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills



Position Description

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, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Financial System (IFS), County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, PowerPoint, Arc GIS, and other job-related software.

Ability to Travel

Daily travel required, approximately 100 miles per day on highways and forest roads.

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, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, 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 moderate.

Works outside and is exposed to very hot summer and cold winter temperatures, depending on the weather. Sometimes subjected to sounds and noise levels that are loud or distracting. Walks on passes through uneven terrain and is susceptible to various insect borne diseases and possibly dangerous animals. Is exposed to hazardous physical conditions daily while working around equipment and mechanical parts and is periodically exposed to hazardous chemicals such as pesticides.

Equipment and Tools

Personal protective equipment, computer, copier, fax, telephone, printer, power tools, hand tools, surveying equipment, 10-key calculators, measuring and metering devices, laser levels, construction calculators, specific forest related tools such as prisms, clinometer, Biltmore sticks, statistical charts specific to forestry (i.e. stocking tables), handheld GPS units, motor graders, bobcats, and county-owned vehicles.



Position Description

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 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Position requires walking long distances in sometimes difficult terrain.

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.

6/20/2019

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*



Position Description

Sr. Forester

Department Land Department
Grade Grade 8, pending board approval
Reports to Assistant Land Commissioner
FLSA Status Non-exempt
Union Status AFSCME Courthouse 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 manage county tax-forfeited lands using multiple-use practices to enhance wildlife, recreational, and forestry interests. To collect and maintain accurate forest resource information/field inventories used by the department for forest planning activities. This includes forest inventory, hardwood inventory, wildlife data, invasive species, and road and trail updates. Also monitors and maintains accurate GIS layers, timber management databases, timber scales, site level evaluations, performance measurements, and best management practices. Works in collaboration with the GIS Coordinator. Assists in developing management plans and allowable cuts, conducts field forestry audits, and verifies that forestry staff is meeting planning and harvest goals. Oversees the forest development program including but not limited to tree planting, site preparation, herbicide program, wildlife brushing, timber stand improvement (TSI).

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

Serves as a work leader with forestry staff in planning, implementing, and verification of the forestry program including silvicultural prescriptions and timber sale administration. Has oversight of the forest road program. Also serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. Elements of direct control over these positions may include prioritizing and assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, coordinating work schedules, and providing input into supervisor's actions.

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.



Position Description

1. Performs forest inventory to determine productivity and vegetative/physical characteristics of Aitkin County managed lands via field inspections to assist with department planning activities.
 2. Plans, coordinates, and monitors forest development, and other projects on County lands. Prepares contracts, ensures accurate records of costs, project reports, and projects.
 3. Oversees timber harvest plans, verifies timber drain reports. Assists Assistant Land Commissioner on developing and implementing 5 year tactical plan and timber drain.
 4. Serves as a work leader to 3-4 district foresters, providing verification and feedback on work quality and accuracy in silvicultural prescriptions and timber sale administration. Verifies accuracy of cruise information, wood utilization, and best management practices.
 5. Gathers information for department administration and assists with FSC audit preparation.
 6. Monitors ACLD lands to determine planting, release, insect and disease problems, harvesting needs and then develops management prescriptions to address those needs.
 7. Develops and revises multi-table information system through tabular data entry and related alterations of spatial data (maps) as a major component of the department GIS.
 8. Assists GIS Coordinator with data/information issues. Ensures data integrity of all collected data and makes yearly archive of files at year's end.
 9. Oversees management and monitoring of wildlife habitat information based on field observations and makes recommendations when needed.
 10. Maintains master copy of ACLD road and trail files and associated GIS applications. Confers with GIS Coordinator on a regular basis throughout the year.
 11. Assists with the development of strategic and tactical planning activities by providing analysis of raw data.
 12. Assists in boundary determinations using established surveying techniques, appraisals of timber volume and value, related to county administered lands. (from F/P T)
 13. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities. (from F/P T)
 14. Makes public presentations to various groups.
 15. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree or higher in Forestry, Natural Resource Management, or a related field, plus two or more years related experience and/or training, or an equivalent combination of education and experience sufficient to perform the essential functions of the position. Must have considerable experience reading maps and legal descriptions and using geographic information systems (GIS) and global positioning systems (GPS) for navigation and electronic data recorders to collect and input forest inventory data.

Must have considerable knowledge of the Ecological Classification System developed by the Minnesota Department of Natural Resources and the U.S. Forest Service for ecological mapping and landscape classification in Minnesota, which follows the National Hierarchical Framework of Ecological Units.



Position Description

Valid Minnesota driver's license required. Employment reference checks, a criminal background check, and pre-employment physical 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. Silviculture practices.
3. Forest inventory systems, forest sampling methods and sampling statistics.
4. Best practices for land management activities.
5. General office work such as filing and recording information.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to land owners and the general public.
2. Strong computer and analytical skills.
3. Proficient GPS and compass orienteering.
4. Reading, writing, and speaking English proficiently.
5. Effectively organizing and prioritizing 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. Pass tests on the quality and accuracy of collected field data to ensure quality information.
3. Serve as a technical resource to staff on complex programmatic and technical issues, including preparing technical reports and other technical documents and providing recommendations to upper management.
4. Effectively perform calculations and data analysis.
5. Read legal descriptions and several different types of maps.
6. Clearly understand the technical and policy aspects of issues.
7. Work in all types of weather and conditions
8. Physically walk on/pass through variable and uneven terrain.
9. Demonstrate a high degree of self-motivation and the ability to work independently
10. Endure hazardous insect, animals, and plants.
11. Maintain accurate daily logs.

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.



Position Description

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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 the following software.

County Payroll Software, E-time, Link, Microsoft Word, Excel, Outlook, Access, ESRI ArcMap, GIS software, SQL database management system, and other job-related software.

Ability to Travel

Daily travel is typically required, on average about 15,000 miles per year.

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, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate.

This position requires outdoor work in a variety of weather conditions on variable terrain. Good physical condition is necessary as is the ability to endure annoying and hazardous insects and animals/plants.

Equipment and Tools

Forest inventory field equipment, GPS, computer, copier, telephone, printer, and county-owned vehicles.



Position Description

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 50 pounds.

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6/20/2019

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."

AITKIN COUNTY COMMISSIONERS

Aitkin County Courthouse
217 Second Street N.W. - Room 134
Aitkin, MN 56431

Add - ON

June 25, 2019

Minnesota Public Utilities Commission
121 7th Place E, Suite 350
Saint Paul, Minnesota 55101

Dear Mr. Wolf:

Last June, the Minnesota Public Utilities Commission approved the Enbridge Line 3 Replacement Project. Aitkin County is included in the selected route and we have been planning for this project since PUC approval.

The Aitkin County Board fully supports this project. Enbridge has operated for decades in a small part of our county; we now welcome the new route and the benefits the Line 3 Replacement Project will bring through additional tax revenue, jobs for our residents and increased business. Further, Enbridge has been a good partner to our emergency responders, nonprofits and chambers of commerce by supporting their priorities.

With the route change in August 2018, additional preparation was needed at the county, city and township level. We've worked with Enbridge to ensure the easements, road usage (county and township) and other access agreements were completed to protect Aitkin County's natural resources and with the least inconveniences to residents.

The Aitkin County Board requests the Minnesota Public Utilities Commission hold a meeting as soon as possible to address the issues raised by the Minnesota Court of Appeals on the Environmental Impact Statement. Our county and citizens deserve a process and construction timeline that we can all count on.

Respectfully,

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

cc: Office of Governor Tim Walz