

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 24, 2017 – BOARD AGENDA

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
A) **Call to Order**
B) **Pledge of Allegiance**
C) **Board of Commissioners Meeting Procedure**
D) **Approval of Agenda**
- 9:05 E) **Health & Human Services (see separate HHS agenda)**
- 10:00 **Break**
- 10:15 F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File January 10, 2017 to January 23, 2017**
B) **Approve January 10, 2017 County Board Minutes**
C) **Approve Commissioner Warrants**
D) **Approve December Manual Warrants**
E) **Approve Auditor Warrants - December Sales & Use Tax**
F) **Approve Auditor Warrants - Highway Department Contract Payment**
G) **Adopt Resolution: Final Contract Payment - Contract No. 20153**
H) **Approve Equipment Purchase - Highway Department**
I) **Adopt Pay Equity Report**
J) **Authorize Board Chair Signature on Letter of Authorization for Central Planes Aviation**
K) **Approve Fund Balance and Reserves/Capital Improvement Policy**
- 10:17 3) **Terry Neff, Environmental Services Department**
A) **Approve Proposed Zoning and Shoreland Ordinance Amendments**
- 10:45 4) **Bobbie Danielson, Human Resources Director**
A) **Approve Personnel Committee Recommendations**
1. **County Administrator**
- 11:00 5) **Patrick Wussow, Interim County Administrator**
A) **Proposed Annual Goal Setting for Legislature**
B) **Proposed Annual Goal Setting, Cont'd**
- 11:30 6) **Committee Updates**
- 12:00 **Adjourn**

The Aitkin County Board of Commissioners met this 10th day of January, 2017 at 9:04 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, Interim County Administrator Patrick Wussow, and Human Resources Specialist Nicole Visnovec.

CALL TO ORDER

Motion by Commissioner Pratt, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended January 10, 2017 agenda. Consent Agenda Items 2J - Approve AutoCAD Civil 3D Software Purchase, and 2L - Approve CliftonLarsonAllen (CLA) Engagement Letter 2017-2018 were pulled from the consent agenda and placed on the regular agenda, and Item 5C - Administrator Discussion, was added.

APPROVED AGENDA

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 3, 2017 to January 9, 2017; B) Approve County Board Minutes: January 3, 2017 (End of 2016 Board, and Beginning of 2017 Board); C) Reaffirm Annual Code of Ethics & Travel Policy; D) Approve Updated Policy Manual; E) Approve Commissioner Warrants: General Fund \$200,690.10, Road & Bridge \$66,225.21, Health & Human Services \$1,256.37, Trust \$58,815.74, Forest Development \$135.52, Long Lake Conservation Center \$3,090.54, Parks \$1,977.50 for a total of \$332,190.98; F) Approve Auditor Warrants - 2016 Period 3 RE Tax Overpays: Taxes & Penalties \$584.15; G) Accept \$100 Donation to K-9 Unit from Granite Electronics; H) Adopt Resolution: Budget Amendment; I) Approve County Timber Auction Dates; 2K) Approve Medical Examiner Agreement 2017

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to adopt resolution - Budget Amendment:

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby amends the 2017 budget to reflect the adjustments made for corrections placements:

**RESOLUTION
20170110-006
BUDGET
AMENDMENT**

	Original Budget:	Amended Budget:
01-257-255.6204	\$240,000	\$270,000
01-044-100-5001	\$5,694,934	\$5,724,934
05-430-710-3850-6057	\$20,000	\$0
05-430-740-3830-6057	\$100,000	\$90,000
05-430-5001	\$1,529,778	\$1,499,778

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution - County Timber Auction Dates:

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 10:00 a.m. on May 22, 2017 to purchasers regardless of the number of employees.

**RESOLUTION
20170110-007
COUNTY TIMBER**

BE IT ALSO RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on a sealed bid auction, without the sale of land at 1:00 p.m. on August 16, 2017 to purchasers regardless of the number of employees.

AND BE IT ALSO RESOLVED, that certain tracts of timber on tax-forfeited lands in Aitkin County will be offered for sale on public auction, without the sale of land at 8:30 a.m. on December 4, 2017 to purchasers regardless of the number of employees.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve preparation engagement and audit engagement letters with CliftonLarsonAllen (CLA) for 2017-2018 audits.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to appoint Timothy Warnest to a four year term on the Natural Resources Advisory Committee.

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Joint Powers Agreement with MN DNR - Peat Leasing:

WHEREAS, American Peat Technologies LLC has requested two peat leases involving State and County administered lands in Kimberly Township (known as the Rossburg Bog Area) and Seavey/Pliny/Idun Townships (known as the Seavey Bog Area), and

WHEREAS, MN Statute 282.04 allows 25-year peat leases on County Tax Forfeited land and

WHEREAS, on leases involving County and State administered lands, joint powers agreements may be entered into where MN DNR staff will administer the lease and

WHEREAS, MN DNR staff has considerable expertise and experience involving peat mining.

THEREFORE, the Aitkin County Board of Commissioners resolves to enter into a joint powers agreement with MN DNR for the administration of peat leases in the Rossburg and Seavey Bog areas (described in Exhibit A)

Exhibit A

Roszburg Bog Area

East Half of Southwest Quarter (E1/2-SW1/4), and Lot 4 in Section Eighteen (18),

Southwest Quarter of Northeast Quarter (SW1/4-NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), and Lot 2, Nineteen (19),

all in Township Forty-seven (47) North, Range Twenty-five (25) West.

AUCTION DATES

**CLIFTONLARSON
ALLEN (CLA)
ENGAGEMENT
LETTERS**

**COMMITTEE
APPOINTMENT**

**RESOLUTION
20170110-008
JOINT POWERS
AGREEMENT
WITH MN DNR -
PEAT LEASING**

Seavey Bog Area

Northeast Quarter (NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot 1, Lot 2, Lot 3, North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Nineteen (19),

Northwest Quarter (NW1/4) and West Half of Southwest Quarter (W1/2-SW1/4) in Section Twenty (20),

Southwest Quarter of Northwest Quarter (SW1/4-NW1/4) and Southwest Quarter (SW1/4) in Section Twenty-nine (29),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Lot 2, Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), East Half of Southwest Quarter (E1/2-SW1/4), Lot 3, Lot 4, and Southeast Quarter (SE1/4) in Section Thirty (30),

Northeast Quarter (NE1/4), East Half of Northwest Quarter (E1/2-NW1/4), Lot 1, Lot 2, East Half of Southwest Quarter (E1/2-SW1/4), Lot 3, Lot 4, North Half of Southeast Quarter (N1/2-SE1/4), and Southwest Quarter of Southeast Quarter (SW1/4-SE1/4) in Section Thirty-one (31),

all in Township Forty-four (44) North, Range Twenty-three (23) West.

North Half (N1/2), North Half of Southwest Quarter (N1/2-SW1/4), and North Half of Southeast Quarter (N1/2-SE1/4) in Section One (1),

All of Section Two (2),

East Half of Northeast Quarter (E1/2-NE1/4) and Northeast Quarter of Southeast Quarter (NE1/4-SE1/4) in Section Three (3),

all in Township Forty-three (43) North, Range Twenty-four (24) West.

Southeast Quarter (SE1/4) in Section One (1),

Northeast Quarter (NE1/4) and South Half in Section Twelve (12),

South Half of Northeast Quarter (S1/2-NE1/4), West Half (W1/2), and Southeast Quarter (SE1/4) in Section Thirteen (13),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Northwest Quarter (NW1/4), North Half of Southwest Quarter (N1/2-SW1/4), Southwest Quarter of Southwest Quarter (SW1/4-SW1/4), and Southeast Quarter (SE1/4) in Section Fourteen (14),

East Half of Northeast Quarter (E1/2-NE1/4) in Section Twenty-two (22),

North Half (N1/2) and North Half of Southeast Quarter (N1/2-SE1/4) in Section Twenty-three (23),

North Half (N1/2), North Half of Southeast Quarter (N1/2-SE1/4), and Southeast Quarter of Southeast Quarter (SE1/4-SE1/4) in Section Twenty-four (24),

Northeast Quarter of Northeast Quarter (NE1/4-NE1/4), South Half of Northeast Quarter (S1/2-NE1/4), Southeast Quarter of Northwest Quarter (SE1/4-NW1/4), South Half (S1/2), and Northwest Quarter of Northeast Quarter (NW1/4-NE1/4), except 3 acres described as follows: Starting at the Northwest corner of Northwest Quarter of Northeast Quarter (NW1/4-NE1/4), going South along the line 900 feet, then East along a line 145 feet, then North along a line 900 feet, then West along a line 145 feet to the point of beginning, in Section Twenty-five (25),

South Half (S1/2) of Section Twenty-six (26),

All of Section Thirty-five (35),

all in Township Forty-four (44) North, Range Twenty-four (24) West.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to schedule the 2017 County Board of Appeal & Equalization on June 13, 2017 at 4:00 p.m. in the Aitkin County Boardroom.

2017 BAE MEETING SCHEDULED

Patrick Wussow, Interim County Administrator reviewed Financial Policies and discussed the reserving of budgeted funds with the Board.

RESERVING BUDGETED FUNDS

Patrick Wussow, Interim County Administrator and the Board discussed the open Administrator position. This will be brought back to the Board at the January 24, 2017 meeting.

ADMINISTRATOR POSITION

Motion by Commissioner Westerlund, seconded by Commissioner Pratt and carried, all members voting yes to approve Highway Department purchase of 6 seats of AutoCAD Civil 3D from DLT Solutions for a cost of \$41,224.62.

AUTOCAD CIVIL 3D SOFTWARE

The Board reported on the following: CARE, Governor's Water Summit, ECRL, 4-H, NCLUCB, ARDC, HHS Advisory Committee, McGregor Airport, NR Advisory.

COMMITTEE UPDATES

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 10:19 a.m. until Tuesday, January 24, 2017 at 9:00 a.m.

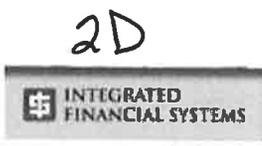
ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, Interim County Administrator

Aitkin County

WARRANT REGISTER



December Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
1833	5462	Bremer Bank (Elan ACH)					
		ELAN ACH AITKIN, MN 56431					
			167.40	Hotel/ARDC	01-001-000-0000-6332		0
			275.00	MACO winterconferene fee	01-042-000-0000-6405		0
			45.98	mini- DP cable adapters	01-049-000-0000-6402		0
			215.00	MN CLE annual conference	01-090-000-0000-6208		0
			136.13	P&Z Supplies	01-122-000-0000-6405		0
			68.28	Jail Supplies	01-252-000-0000-6405		0
			10.85	filter set for dispatch vacuum	01-252-000-0000-6405		0
			43.02	pleated filter dispatch vacuum	01-252-000-0000-6405		0
			79.40	Jail Supplies	01-252-000-0000-6424		0
			380.00	scanner for booking	01-252-000-0000-6625		0
			9.44	gas em mgmt meeting	01-280-000-0000-6511		0
			119.52	meals@HFA Training	05-400-430-0408-6340		0
			55.00	Child 1st Binder for trng	05-430-700-4800-6208		0
			55.00	Child 1st Binder for trng	05-430-700-4800-6208		0
			20.00	Critter Food	19-522-000-0000-6416		0
			46.15	labels, poker chips	19-522-000-0000-6416		0
			29.88	LED bulbs and batteries	19-524-000-0000-6422		0
			24.97	Furniture pads and glue	19-524-000-0000-6422		0
			61.12	dishwasher parts	19-524-000-0000-6590		0
			226.18	floor finish	19-524-000-0000-6590		0
			7.60	Gas of gun permit training	01-200-039-0000-6425	Card 1	0
			280.73	Rack Slide Rails	01-049-000-0000-6625	RackSolutions	0
			230.90	Weighted Blanket	05-430-750-3410-6094	SA#56559150	0
			106.48	Groceries	01-252-000-0000-6418	Walmart	0
	Warrant #	1833	Total	2,694.03	Date 12/6/16		
1835	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			122,526.50	12/2/16 Nexben Premium	01-044-000-0000-6150		0
	Warrant #	1835	Total	122,526.50	Date 12/2/16		
1836	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			265.30	Dep Care FSA Claims	01-044-904-0000-6360	38313821	0
			523.06	Medical FSA Claims	01-044-904-0000-6360	38313821	0
		Warrant # 1836 Total	788.36	Date 12/7/16			
1837	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			0.11	Nov. Mtg. Reg. Tax Adjust.	01-040-000-0000-5081		0
			0.09	Nov. State Deed Tax Adjust.	01-042-000-0000-5079		0
			27,251.26	Nov. State Deed Tax	09-000-000-0000-2025		0
			34,040.89	Nov. Mtg Reg Tax	09-000-000-0000-2026		0
		Warrant # 1837 Total	61,292.35	Date 12/7/16			
1838	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			25.74	29-0-037100 NSF Per. 3	13-943-000-0000-2001	Romanik	0
			224.26	29-0-037100 NSF Per. 3	13-943-000-0000-2004	Romanik	0
		Warrant # 1838 Total	250.00	Date 12/12/16			
1839	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			85.60	LLCC Credit Card Fee	19-522-000-0000-6217		0
		Warrant # 1839 Total	85.60	Date 12/12/16			
1840	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			19.98	LLCC CC Machine Lease Fee	19-522-000-0000-6217		0
		Warrant # 1840 Total	19.98	Date 12/12/16			
1849	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			591.67	Dep Care FSA Claims	01-044-904-0000-6360	38313821	0
						12/5/16	12/5/16
			304.75	Medical FSA Claims	01-044-904-0000-6360	38313821	0
						12/5/16	12/5/16

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	1849		Total	896.42	Date 12/14/16		
1850	5462	Bremer Bank (Elan ACH)					
		ELAN ACH AITKIN, MN 56431					
			278.51	Printer for Admin Office	01-052-000-0000-6625		0
			478.30	Hotel/Ratz	01-090-000-0000-6232		0
			150.00	MN County Attorney Gun Law	01-090-000-0000-6406		0
			32.61	AA and rechargable batteries	01-122-000-0000-6405		0
			12.18	Bissell belts jail	01-252-000-0000-6405		0
			56.00	Groceries	01-252-000-0000-6418		0
			25.97	Oatmeal	01-252-252-0000-6405		0
			9.98	Treats	01-252-252-0000-6405		0
			72.78	Shower Wash	01-252-252-0000-6405		0
			11.34	rec program supplies	01-252-252-0000-6405		0
			540.60	USPS- preposted envelopes	01-252-252-0000-6405		0
			84.80	Coffee for STS crew	01-253-000-0000-6405		0
			12.00	gas- EM Mgmt meeting	01-280-000-0000-6511		0
			312.98	Hotel/AMC Conference	01-391-000-0000-6332		0
			26.90	meals/AMC conference	01-391-000-0000-6340		0
			90.00	6 \$15 DQ gift certificates	01-391-036-0000-6416		0
			359.98	Computer Monitors	03-301-000-0000-6400		0
			90.00	Class registration - Johnson	03-303-000-0000-6296		0
			4.16	Survey Monkey Mo. Fee	05-400-440-0410-6239		0
			29.00	SHIP- HSF- Chicken Pic	05-400-450-0451-6406		0
			8.84	Survey Monkey Mo. Fee	05-420-600-4800-6239		0
			479.04	Hotel/IPAM Training	05-420-600-4800-6332		0
			13.00	Survey Monkey Mo. Fee	05-430-700-4800-6239		0
			478.30	Hotel/1st Witness Training	05-430-700-4800-6332		0
			21.36	ADOBE Cloud subscription	19-521-000-0000-6230		0
			145.25	Mice	19-522-000-0000-6416		0
			20.00	Crickets	19-522-000-0000-6416		0
			14.09	ski wax	19-522-000-0000-6416		0
			159.90	Hotel/MACCAC meeting	01-257-251-0000-6332	12/5/16	0
			16.00	Parking/AMC & MACCAC meetin	01-257-251-0000-6332	12/6/16	0
			15.95	gas training	01-252-003-0000-6511	12/7/16	0
			15.22	gas training	01-252-003-0000-6511	12/7/16	0
			39.90	2 headlamp tools	01-049-000-0000-6405	Amazon	0

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			754.95	scope, mount	01- 206- 000- 0000- 6409	Card 1	0
			999.00	Oxygen forensic analysis	01- 200- 000- 0000- 6231	Card 2	0
						11/27/16	11/27/17
			754.95	scope, mount	01- 206- 000- 0000- 6409	Card 2	0
			410.34	6 memory modules	01- 049- 000- 0000- 6625	Crucial	0
			290.30	Hotel/AMC annual meeting	01- 001- 000- 0000- 6332	Laurie	0
			335.66	Hotel/AMC conference	01- 001- 000- 0000- 6332	Marcotte	0
			290.30	Hotel/AMC annual meeting	01- 001- 000- 0000- 6332	Napstad	0
		Warrant # 1850 Total	7,940.44	Date 12/16/16			
1851	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1851 Total	580.88	11- 0- 042400 NSF Per 3	13- 943- 000- 0000- 2001	DeMars	0
			580.88	Date 12/16/16			
1852	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1852 Total	20.00	Monthly CC Fee- Beanstream	19- 522- 000- 0000- 6217		0
			20.00	Date 12/16/16			
1853	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1853 Total	508.68	15- 0- 046000 NSF Per 3	13- 943- 000- 0000- 2001	Yoswa	0
			508.68	Date 12/19/16			
1854	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 1854 Total	125.00	Dep Care FSA Claims	01- 044- 904- 0000- 6360	38313821	0
			993.22	Medical FSA Claims	01- 044- 904- 0000- 6360	38313821	0
			1,118.22	Date 12/21/16			
1855	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>	
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>	
		Warrant # 1855	Total	721.40	Participant Fees	01-044-904-0000-6231	1166080	0
				721.40	Date 12/22/16			
1865	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431		344.71	Dep Care FSA Claims	01-044-904-0000-6360	38324969	0
		Warrant # 1865	Total	1,602.02	Med FSA Claims	01-044-904-0000-6360	38324969	0
				1,946.73	Date 12/29/16			
1866	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431		224.10	Warranty on Pratt's Surface Bk	01-001-000-0000-6625		0
				300.00	#220 Winter conf. registration	01-200-003-0000-6241		0
				303.10	Hotel/MSA conference	01-200-003-0000-6332		0
				174.38	Hotel #220 Winter conference	01-200-003-0000-6332		0
				24.70	Gas #220 Winter conference	01-200-003-0000-6511		0
				23.90	gas for transport	01-252-000-0000-6330		0
				63.21	Groceries	01-252-000-0000-6418		0
				251.37	games for inmates	01-252-252-0000-6405		0
				3.32	TX Dept of Safety record check	01-257-267-0000-6283		0
				20.02	gas em mgmt mtg	01-280-000-0000-6511		0
				8.38	1 Cool Toner Cartridge	01-390-000-0000-6405		0
				17.80	1 Cormark pocket thermometer	01-390-000-0000-6405		0
				98.01	Hotel- MCH- HFA Training	05-400-430-0408-6332		0
				227.88	Evenflo Booster car seat	05-400-430-0408-6406		0
				3.50	Parking/LPHA Meeting	05-400-440-0410-6330		0
				10.77	Logitech Wireless Mouse- 5	05-400-440-0410-6402		0
				23.24	Lenovo- AC Charger- PH Laptop	05-400-440-0410-6402		0
				22.90	Logitech Wireless Mouse- 5	05-420-600-4800-6402		0
				33.68	Logitech Wireless Mouse- 5	05-430-700-4800-6402		0
				132.82	Art Supplies SA#56570998	05-430-710-3460-6065		0
				7.99	Art Supplies SA#56570998	05-430-710-3460-6065		0
				650.00	ANCA RELC Conf. for 2	19-521-000-0000-6208		0
				194.00	ecommerce website	19-521-000-0000-6230		0
				15.99	Ethernet Splitter Kit	19-521-000-0000-6405		0
				20.00	Critter food	19-522-000-0000-6416		0

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			42.75	badge holders, lanyards	19-522-000-0000-6416		0
			-4.66	- refund of GARN sales tax	19-524-000-0000-6590		0
			-16.02	- refund of GARN sales tax	19-524-000-0000-6590		0
			42.09	Arrowhead counties board	01-001-000-0000-6340	2 meals	0
			289.80	Video Cable Adapters/special	01-049-000-0000-6402	Amazon	0
			9.68	Stapler	01-049-000-0000-6405	Amazon	0
			-9.68	- Stapler return credit	01-049-000-0000-6405	Amazon	0
			31.52	Office Supplies	01-049-000-0000-6405	Amazon	0
			17.49	Large mailer envelopes	01-049-000-0000-6405	Amazon	0
			11.83	CD/DVD slim cases	01-049-000-0000-6405	Amazon	0
			212.23	Compass & Rangefinder	01-122-000-0000-6405	BenMedows	0
			236.28	2 Chamber replacements	19-524-000-0000-6590	Garn	0
			236.28	2 front chambers for stove	19-524-000-0000-6590	GARN	0
			104.74	Hotel/Arrowhead Counties Mtg	01-001-000-0000-6332	Marcotte	0
			2,379.80	(20) 4TB Expansion Drives	01-049-000-0000-6625	Newegg	0
			-965.00	- Credit for duplicate charge	01-049-000-0000-6402	phoneguys	0
			31.00	SELF- ILS Materials	05-430-710-3460-6065	SA#56661066	0
	Warrant #	1866	Total	5,505.19	Date 12/29/16		
44831	9692	Minnesota Energy Resources Corporation PO BOX 3140 Milwaukee, WI 53201-3140					
	Warrant #	44831	Total	471.61	Gas for November	21-520-000-0000-6254	0502544561
				471.61	Date 12/13/16		0
44832	1333	Dell Marketing L.P. C/O Dell USA L.P. PO Box 802816 Chicago, IL 60680-2816					
	Warrant #	44832	Total	5,155.19	Dell IT Server- COATTY	01-049-000-0000-6625	10130700443
				5,155.19	Date 12/16/16		0
44833	3390	Minnesota UC Fund PO Box 64621 ST PAUL, MN 55164-0621					
	Warrant #	44833	Total	6.00	Late fee on 3rd Q unemployment	01-040-000-0000-6231	0
				658.00	3rd Q Unemployment	01-200-000-0000-6267	0
				664.00	Date 12/21/16		
44834	14319	MN PIEP					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		MMB FISCAL SERVICES 658 CEDAR ST SUITE 400 ST PAUL, MN 55155					
	Warrant #	44834	Total				
			112,724.26	JANUARY PREMIUM	01-044-000-0000-6150		0
			112,724.26	Date 12/23/16			
44835	13713	Young Excavating PO Box 400 Hackensack, MN 56452					
	Warrant #	44835	Total				
			5,330.00	Final Contract Payment	03-307-000-0000-6262	20154	0
			5,330.00	Date 12/29/16			
44836	9692	Minnesota Energy Resources Corporation PO BOX 3140 Milwaukee, WI 53201-3140					
	Warrant #	44836	Total				
			1,050.03	Gas- Courthouse	01-110-000-0000-6254	0506823754	0
			1,050.03	Date 12/29/16			
68455	6072	North Homes- Treatment Foster Care 303 SE 1st Street GRAND RAPIDS, MN 55744					
			-2,278.30	- Secure W#16- 00106	01-253-000-0000-6204	3621020	0
			-5,695.75	- Secure W#16- 00106	01-253-000-0000-6204	3621020	0
			-5,548.84	- Stable W#16- 00106	01-253-000-0000-6204	3621020	0
			-1,513.32	- Stable W#16- 00106	01-253-000-0000-6204	3621021	0
			-227.83	- Secure W#16- 2692	01-253-000-0000-6204	3621390	0
	Warrant #	68455	Total				
			15,264.04	Date 12/5/16			
69310	1333	Dell Marketing L.P. C/O Dell USA L.P. PO Box 802816 Chicago, IL 60680-2816					
			-5,155.19	- Dell Poweredge R430 serv	01-049-000-0000-6625		0
			-5,155.19	- Dell IT Server- COATTY	01-049-000-0000-6625	10130700443	0
	Warrant #	69310	Total				
			10,310.38	Date 12/16/16			

DKB1
01/09/2017

2:04PM

Aitkin County

WARRANT REGISTER



Page 8

Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	306,715.45	141	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	233,658.40	General Fund
3	5,779.98	Road & Bridge
5	2,064.55	Health & Human Services
9	61,292.15	State
13	1,339.56	Taxes & Penalties
19	2,109.20	Long Lake Conservation Center
21	471.61	Parks
	306,715.45	TOTAL

2E



DKB1
1/13/17 11:39AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

December Sales + Use Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D

- D - Detailed Audit List
- S - Condensed Audit List

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/13/17 11:39AM
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
1	01-040-021-0000-5840		1.29 Receipt Nbr 1158 12/06/2016		Misc Receipts
2	01-040-021-0000-5840		0.64 Receipt Nbr 1167 12/27/2016		Misc Receipts
3	01-042-000-0000-5840		0.06 Receipt Nbr 4300 12/19/2016		Misc Receipts
4	01-043-000-0000-5840		0.26 Receipt Nbr 973 12/22/2016		Misc Receipts
5	01-043-000-0000-5840		0.26 Receipt Nbr 973 12/22/2016		Misc Receipts
6	01-043-000-0000-5840		0.77 Receipt Nbr 973 12/22/2016		Misc Receipts
7	01-043-000-0000-5840		0.26 Receipt Nbr 974 12/30/2016		Misc Receipts
8	01-043-000-0000-5840		0.51 Receipt Nbr 974 12/30/2016		Misc Receipts
9	01-049-000-0000-5525		4.19 Receipt Nbr 588 12/20/2016		Label & Listing Sales
10	01-049-000-0000-5525		7.43 Receipt Nbr 589 12/20/2016		Label & Listing Sales
11	01-090-000-0000-5840		1.29 Receipt Nbr 1834 12/14/2016		Misc Receipts
12	01-090-000-0000-5840		1.29 Receipt Nbr 1835 12/14/2016		Misc Receipts
13	01-090-000-0000-5840		1.29 Receipt Nbr 1836 12/14/2016		Misc Receipts
14	01-090-000-0000-5840		0.64 Receipt Nbr 1837 12/14/2016		Misc Receipts
15	01-090-000-0000-5840		1.29 Receipt Nbr 1837 12/14/2016		Misc Receipts
16	01-090-000-0000-5840		0.64 Receipt Nbr 1838 12/20/2016		Misc Receipts
17	01-090-000-0000-5840		1.29 Receipt Nbr 1839 12/20/2016		Misc Receipts
18	01-090-000-0000-5840		0.64 Receipt Nbr 1840 12/20/2016		Misc Receipts
19	01-252-000-0000-5840		0.96 Receipt Nbr 3073 12/08/2016		Misc Receipts
20	01-252-252-0000-5872		30.43 Receipt Nbr 3074 12/08/2016		Phone Card Prisoner Welfare(Taxable)
21	01-252-252-0000-5872		199.24 Receipt Nbr 3086 12/29/2016		Phone Card Prisoner Welfare(Taxable)
22	01-252-252-0000-5885		18.90 Receipt Nbr 3068 12/02/2016		Commissary Sales Taxable
23	01-252-252-0000-5885		18.33 Receipt Nbr 3074 12/08/2016		Commissary Sales Taxable
24	01-252-252-0000-5885		20.95 Receipt Nbr 3081 12/20/2016		Commissary Sales Taxable
25	01-252-252-0000-5885		19.46 Receipt Nbr 3086 12/29/2016		Commissary Sales Taxable
51	01-040-000-0000-6405		1.00 December sales tax adjustment		Office & Computer Supplies
38	01-100-000-0000-6311		53.96 December copies sales tax		Sales Tax
41	01-100-000-0000-6312		0.04 December sales tax adjustment		Sales Tax Adjustment
89991 Bremer Bank			387.31		28 Transactions
1 Fund Total:			387.31	General Fund	1 Vendors 28 Transactions

DKB1
 1/13/17 11:39AM
 3 Road & Bridge

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42 8410 Bremer Bank			December Diesel Tax		Motor Fuel & Lubricants
8410 Bremer Bank				1 Transactions	
26 89991 Bremer Bank			Receipt Nbr 958 12/30/2016		Misc Receipts
27 03-000-000-0000-5855			Receipt Nbr 2940 12/02/2016		Charges- Individuals
28 03-000-000-0000-5855			Receipt Nbr 2941 12/08/2016		Charges- Individuals
29 03-000-000-0000-5855			Receipt Nbr 2956 12/14/2016		Charges- Individuals
30 03-000-000-0000-5855			Receipt Nbr 957 12/16/2016		Charges- Individuals
31 03-000-000-0000-5855			Receipt Nbr 957 12/16/2016		Charges- Individuals
32 03-000-000-0000-5855			Receipt Nbr 958 12/30/2016		Charges- Individuals
89991 Bremer Bank				7 Transactions	
3 Fund Total:			Road & Bridge	2 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/13/17 11:39AM
9 State

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580 Mn Dept Of Finance						
44 09-000-000-0000-2022			124.00	December Birth		Birth/Death Surcharges
45 09-000-000-0000-2022			440.00	December Death		Birth/Death Surcharges
46 09-000-000-0000-2024			93.00	State Childrens		St Share Of Birth Cert.- Children
47 09-000-000-0000-2031			3.00	December Torrens		Real Estate Assurance (Was 5874 And 627
48 09-000-000-0000-2031			8,433.00	December Tax Forfeited		Real Estate Assurance (Was 5874 And 627
49 09-000-000-0000-2036			310.00	Dec State Gen Fund Surcharge		Recording Surcharges (Was 5871 & 6281)
50 09-000-000-0000-2036			5,019.00	December State General Fund		Recording Surcharges (Was 5871 & 6281)
4580 Mn Dept Of Finance			14,422.00		7 Transactions	
3375 Mn Dept Of Health						
43 09-000-000-0000-2027			892.50	December State Well		State Well Cert Fees (Was 5097 & 6203)
3375 Mn Dept Of Health			892.50		1 Transactions	
9 Fund Total:			15,314.50	State	2 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/13/17 11:39AM
10 Trust

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
	89991 Bremer Bank				
33	10-921-000-0000-5840		0.96	Receipt Nbr 2942 12/08/2016	Misc Receipts
39	10-923-000-0000-6311		42.46	December Gravel sales tax	Sales Tax
	89991 Bremer Bank		43.42	2 Transactions	
10 Fund Total:			43.42	Trust	1 Vendors 2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/13/17 11:39AM
11 Forest Development

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank					
40 11-925-000-0000-6312	0.46-		December sales tax adjustment		Sales Tax Adjustment
89991 Bremer Bank	0.46-		1 Transactions		
11 Fund Total:	0.46-		Forest Development	1 Vendors	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/13/17 11:39AM
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
	89991 Bremer Bank				
34	19- 521- 000- 0000- 5885		55.78	Receipt Nbr 1369 12/22/2016	Commissary Sales Taxable
35	19- 521- 000- 0000- 5885		27.20	Receipt Nbr 1370 12/22/2016	Commissary Sales Taxable
36	19- 521- 000- 0000- 5885		35.82	Receipt Nbr 1371 12/30/2016	Commissary Sales Taxable
	89991 Bremer Bank		118.80	3 Transactions	
19 Fund Total:			118.80	Long Lake Conservation Center	1 Vendors 3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/13/17 11:39AM
21 Parks

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991 Bremer Bank						
37 21- 520- 000- 0000- 5510			8.36	Receipt Nbr 2955 12/12/2016		Co. Parks Campground Fees
89991 Bremer Bank			8.36	1 Transactions		
21 Fund Total:			8.36	Parks	1 Vendors	1 Transactions
Final Total:			18,227.75	9 Vendors	51 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	387.31	General Fund
3	2,355.82	Road & Bridge
9	15,314.50	State
10	43.42	Trust
11	-0.46	Forest Development
19	118.80	Long Lake Conservation Center
21	8.36	Parks
All Funds	18,227.75	Total

Approved by,

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2F

DKB1
1/12/17 8:46AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Highway Dept. Contract Payment

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKBI
1/12/17 8:46AM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
307	DEPT		R&B Capital Infrastructure		
	7050 Anderson Bros Construction Co		Partial Contract Payment	20161	Contract Payments
	03-307-000-0000-6262				
	7050 Anderson Bros Construction Co		1 Transactions		
307	DEPT Total:		R&B Capital Infrastructure	1 Vendors	1 Transactions
3	Fund Total:		Road & Bridge		1 Transactions
	Final Total:		1 Vendors	1 Transactions	

DKB1
1/12/17

8:46AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	118,619.91	Road & Bridge
All Funds		118,619.91	Total

Approved by,

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Board of County Commissioners Agenda Request

26
Agenda Item #

Requested Meeting Date: 1-24-17

Title of Item: Final Contract Payment - Contract No. 20153

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: Authorization by the following resolution is requested to make final payment to Gladen Construction, Laporte, MN in the amount of \$18,334.07 for the following projects: S.A.P. 001-599-037, box culvert bridge replacement on Spencer Township Road 350th Avenue S.A.P. 001-599-038, box culvert bridge replacement on Morrison Township Road 430th Lane The final contract amount of \$217,797.47 is approximately 0.2% higher than the bid amount of \$217,322.64. Both townships have formally accepted their respective projects and have authorized final contract payment. Resolution: WHEREAS, Contract No. 20153 has in all been completed, and the County Board being fully advised in the premises. NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and authorize final payment to Gladen Construction in the amount of \$18,334.07.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ 18,334.07 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



Board of County Commissioners Agenda Request

24

Agenda Item #

Requested Meeting Date: 1-24-2017

Title of Item: Equipment Purchase - Sign Truck

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
--	---	--

Submitted by: John Welle	Department: Highway Department
------------------------------------	--

Presenter (Name and Title): John Welle, Aitkin County Engineer	Estimated Time Needed: NA (Consent Agenda)
--	--

Summary of Issue:
 \$33,000 was budgeted in 2016/2017 to replace Unit #455, a 2008 Ford F-350 flatbed pickup truck that has an odometer reading of over 186,000 miles.

Quotes to replace this vehicle were solicited from the two local auto dealers, Aitkin Motor Co. and Brandl Chevrolet. Quotes were requested for both the F-350 equivalent model, as well as the heavier F-450 equivalent model, as the existing vehicle, which is an F-350, is somewhat undersized. Quotes received, which include installation of a flat bed trailer, are as follows. Note that Brandl Chevrolet was unable to quote a vehicle comparable to the Ford F-450 vehicle.

Aitkin Motor Co.
 Ford F-350 2-wheel drive with 6.2 liter EFI V8 engine - \$31,455
 Ford F-450 2-wheel drive with 6.8 liter EFI V10 engine - \$37,375

Brandl Chevrolet
 Chevrolet 3500 2-wheel drive with Vortec 6.0 liter V8 engine - \$33,355

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Staff recommendation is to authorize by motion the purchase of the Ford F-450 from Aitkin Motor Co. for \$37,455. In addition, a motion is requested to sell Unit #455 through an online auction service after the new vehicle is placed in service. Approximate auction value of Unit #455 is \$4,000.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 37,375

Is this budgeted? Yes No *Please Explain:*



Board of County Commissioners Agenda Request

2I
Agenda Item #

Requested Meeting Date: 1/24/2017

Title of Item: Pay Equity Report

<input type="checkbox"/> REGULAR AGENDA <input checked="" 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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: n/a
Summary of Issue: State law requires a Pay Equity Report to be submitted every 3 years. Our next report is due on January 31, 2017. We have a uniform wage scale and the county has always historically been deemed to be in compliance with pay equity.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to approve and authorize the Chairman to sign the Pay Equity Report to be submitted by the deadline of January 31, 2017, as required.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

Part A: Jurisdiction Identification

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

Jurisdiction Type: County

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

Part B: Official Verification

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

The system used was: Consultant's System

Description:

DBM System

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

There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.

- 3. An official notice has been posted at:

Courthouse Bulletin Board

(prominent location)

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

The report was approved by:

Aitkin County Board

(governing body)

Mr. Mark Wedel

(chief elected official)

Chairperson

(title)

Part C: Total Payroll

\$ []

Pending at deadline, requested from payroee on 1/10/2017.

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

- Checking this box indicates the following:

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

Date Submitted: 1-31-17



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: January 18, 2017

Title of Item: Central Planes Aviation

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Patrick Wussow	Department: Administration
--	--------------------------------------

Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

The County is in receipt of a request from John Ricard, CEO Central Planes Aviation Inc. to spray, by means of aerial application, to control army tent caterpillars. The County Board is being asked to authorize the County Board Chair to sign a letter authorizing the operation under a congested area permit for the FAA and Department of Agriculture.

Included for your review is a copy of the request from Mr. Ricard, along with the FAA format being followed for the permit, and a copy of the proposed authorization letter.

In 2013, 2014, and 2015 the Board authorized this request and the County received no complaints.

Action requested is to authorize the County Board Chair to sign the letter of authorization.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Authorize Board Chair's signature on proposed letter.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

Central Planes Aviation Inc
39115 Co Road 186
Sauk Centre, Mn. 56378
320-352-3013

Aitkin County Commissioners,

My name is John Ricard. I am the owner of Central Planes Aviation Inc. based at the Sauk Centre Airport. In the last few years, the area around some of the lakes in central Minnesota have been overrun by army worms that are quite destructive to land owners trees. Some of the lake associations have contacted us to do some spraying for these insects. We did some areas in Crow Wing Co., Stearns Co., Aitkin Co., and Todd Co., the last few years, and would like to again include Aitkin County for the year 2017.

The Chemical that we use is a BT product called Dipel DF. The DNR is using this chemical for the Gypsy moth program in northern Minnesota. This chemical is only affective on worms that eat leaves and will not harm wildlife or fish. It is also cleared on organic crops.

To do this type of control we have to operate under a congested area permit approved by the FAA and the Department of Agriculture.

We need a written approval from the governing body of each Co. that we can include in our application, and send to the Minneapolis Flight Standards District Office (612) 253-4507, for approval.

We ask that the Board review our request at your next meeting. I would need the same form that you supplied for me in 2015, signed by one of the board members.

Also Included is the FAA format that we are following for the permit. I've highlighted the area that involves the Counties approval.

Central Planes Aviation Inc. has been doing aerial application in Central Mn. since 2003, and is fully insured and licensed. Aitkin County will not be held liable for any actions of my company. Any questions please feel free to call (320) 352-3013.

Sincerely: John Ricard 
CEO - Central Planes Aviation Inc.

1/15/09

8900.1 CHG 46

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION**CHAPTER 52 PART 137 AGRICULTURAL AIRCRAFT OPERATIONS****Section 2 Evaluate a Part 137 Congested Area Operations Plan****3-4256 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1332**

3-4257 OBJECTIVE. The objective of this task is to determine that a public aircraft or Title 14 of the Code of Federal Regulations (14 CFR) part 137 operator can conduct agricultural dispensing operations safely over a congested area, according to an approved plan. Successful completion of this task results in either approval or disapproval of an operator's proposed plan.

3-4258 GENERAL. Agricultural aircraft may operate over congested areas when:

- The local Flight Standards District Office (FSDO) has approved the congested area plan, and
- The appropriate official or governing body of the political subdivision over which the aircraft is to be operated has approved the operation in writing.

A. Appropriate Officials. An appropriate elected public official or governing body can include any of the following:

- 1) Mayor,
- 2) City Manager,
- 3) City Council,
- 4) County Board of Supervisors,
- 5) County Commissioner, or
- 6) Any other similar elected public official.

B. Public Notice. If time allows, the public notice required by part 137, § 137.51(b)(2) should be given at least 48 hours before dispensing operations begin. The form that the public notice takes is up to the operator. Newspaper ads, radio announcements, television announcements, or door-to-door handbills are all acceptable methods.

C. Contents of Congested Area Plan. Consider the following when reviewing the plan of operation required by § 137.51(b)(3) and submitted by the operator.

1) The congested area plan must include an aerial photograph, large scale map, or computer generated map or diagram of the area to be worked. Whichever depiction is used, it should be appropriately marked to show all obstructions which could be expected to present a hazard during the operation and the areas which could be used for an emergency landing and dumping of agricultural materials.

2) The photograph, map, or diagram must be current, preferably within the preceding 24

months, to be considered representative of the area. If current photographs or diagrams are not available, realtor's maps may be used to supplement. The important aspect is not to accept maps that are not drawn to scale.

D. Assisting Operators. Occasionally agricultural aircraft operators may request Federal Aviation Administration (FAA) assistance in determining whether an area is congested or not. Before the FAA can determine this, the site will have to be checked. The FAA cannot, of course, check every area an operator wants to service, but in some cases an operator needs legitimate assistance. The inspector must use judgment in determining the status of an area as congested or not. If the inspector has any doubt, he or she should consult with other inspectors or regional counsel for any precedent.

3-4259 SINGLE-ENGINE AIRCRAFT. When congested area operations are conducted using single-engine aircraft, the inspector shall require the operator to arrange with appropriate officials of the area concerned to take such measures as are necessary to conduct the operation safely. These may include blocking off streets and other areas which could be used as an emergency landing or similar precautionary measures required in the interest of public safety. Before approving any operator's plan of operation, the inspector shall determine that the plan complies with the emergency landing requirements contained in § 137.51(b)(4)(iii).

3-4260 MULTI-ENGINE AIRCRAFT.

A. Takeoff Performance. If the operator intends to takeoff over a congested area, they must show in the congested area plan that the airplane can meet the accelerate-stop requirements of § 137.51(b)(5)(i). If the aircraft cannot meet these requirements, the operator must state in the written plan of operation that no takeoff will be made over a congested area during dispensing operations.

B. Critical Engine Inoperative. The operator must show in the congested area plan that the airplane can meet the climb requirements specified in § 137.51(b)(5)(ii).

3-4261 RESTRICTED CATEGORY AIRCRAFT. Title 14 CFR part 21, or the operating limitations established for the airplane, may not require a flight manual for restricted category aircraft. Therefore, performance information may be found in the applicable military technical order, operating limitations, placards, flight test performance data established by the aircraft manufacturer, or any combination thereof. In addition, performance information provided by a Designated Engineering Representative is satisfactory. If such performance information has not previously been established for the airplane to be used or, if any doubt exists concerning the authenticity of the information presented by the operator, a Manufacturing Inspection District Office (MIDO) should be contacted to arrange for an engineering flight test in order to obtain the required performance data.

A. Load Jettisoning. Aircraft, other than a helicopter, must be equipped with a device capable of jettisoning at least one-half of the aircraft's maximum authorized load of agricultural material within 45 seconds (part 137, § 137.53(c)(2)).

B. Data Not Determined. If such data have not been determined for the aircraft or, if any doubt exists concerning meeting this requirement, the inspector should have the operator conduct an in-flight load jettisoning demonstration.

C. Test Conditions. The aircraft must be loaded with any suitable material (lime, sand, water, etc.) and the demonstration shall be observed by the inspector from the ground. The discharge of material from the aircraft should be timed to determine compliance with the 45-second jettisoning

requirement.

D. Preventing Inadvertent Jettisoning. Part 137, § 137.53(c)(2) requires that aircraft conducting agricultural operations over congested areas must have a means of preventing inadvertent jettisoning of the tank or hopper. This can be accomplished with a device such as:

- 1) Spring-loaded cover over a pull lever,
- 2) "T" handle or pull ring in a spring loaded shield,
- 3) A push-pull device fastened with fine safety wire, or
- 4) Other equivalent devices.

3-4262 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 137 and FAA policies and qualification as an aviation safety inspector (ASI).

B. Coordination. This task may require coordination with the airworthiness unit, the regional counsel, state, county, or local authorities.

3-4263 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 1, 61, 91, and 137, and
- Advisory Circular (AC) 137-1, Agricultural Aircraft Operations.

B. Forms:

- FAA Form 1360-33, Record of Conference, Visit, or Telephone Call, and
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet.

C. Job Aids. None.

3-4264 PROCEDURES. After a part 137 operator requests district office approval for a congested area operation, determine the need for congested area plan based on location, type of operation, etc. (§ 137.51 (b)).

A. Plan Not Required. If a plan is not required, record discussion on FAA Form 1360-33 and place it in the operator's district office file. Do not open a PTRS file.

B. Plan Required. If a plan is required, requirements of §§ 137.51 and 137.53 are as follows:

- 1) Instruct the operator to present the plan to the district office for review.
- 2) Remind the applicant of the requirement to coordinate with the appropriate state, local, or municipal authorities (§ 137.51(b)(1)).
- 3) Discuss with the applicant various methods of public notification, such as newspapers,

▪ radio, and handbills (§ 137.51(b)(2)).

C. PTRS. Open PTRS file.

D. Plan Requirements. Upon receipt of the operator's plan, ensure that the operator has included the following information:

- 1) A current aerial photograph, current map, or a recently drawn diagram of the area to be worked;
 - Any representation must show all obstructions which may present hazards during operation.
 - Potential areas for emergency landing or dumping of agricultural materials must also be indicated.
- 2) Altitudes to be maintained, approaches, departures, and turnaround considerations during operation.
- 3) Name and type of material to be dispensed;
- 4) Type of pest or work to be accomplished;
- 5) Dates and hours of dispensing operations;
- 6) Coordination with air traffic control.
- 7) Special operating procedures or limitations to ensure safe operations.
- 8) Method of public notification;
- 9) An indication of coordination with the appropriate state, local, or municipal authorities (Figure 3-144); and
- 10) Methods for complying with §§ 137.51(b)(4) and (5) and 137.53(c)(2).
 - Arrangements for blocking off streets and other areas which may be used for emergency landings.
 - Observe the load jettisoning demonstration from the ground if jettisoning test data is not available or in doubt. For multiengine aircraft, refer to § 137.51(b)(5).
- 11) Means for terminating the operation in the event it appears safety may be compromised or at the inspector's discretion.

E. Pilot Qualifications. The plan must indicate the qualifications (part 61 and § 137.53) of the pilot to be used in the operation.

F. Aircraft Requirements. The plan must include information which indicates that the aircraft meets the requirements of part 91, and part 137, §§ 137.31, 137.33, 137.51, and 137.53.

G. Plan Approved. When the plan meets all 14 CFR requirements, all safety considerations, and appropriate coordination requirements, approve the plan using template A503 in the OPSS. Each

page of the plan is stamped “FAA-Approved,” dated, and signed by the principal operations inspector (POI).

- 1) Forward a copy of the approved plan to the operator.
- 2) Place a copy of the plan in the district office file on the operator.

H. Plan Not Approved. If the plan cannot be approved, issue a letter disapproving the congested area plan (Figure 3-146).

I. PTRS. Make appropriate PTRS work entry.

3-4265 TASK OUTCOMES. Completion of this task results in either:

- An approved congested area plan, or
- Issuance of a letter disapproving the congested area plan.

3-4266 FUTURE ACTIVITIES.

A. Monitoring.

- 1) Schedule monitoring of congested area plan if the task is in work program plans.
- 2) Monitor congested area plan (see [Volume 6, Chapter 6, Section 4, Monitor a Part 137 Congested Area Operation](#)).

B. Enforcement. Possible enforcement investigation if the operation is not conducted according to the approved plan or is unsatisfactory in any other manner. Use the approved plan as information for a subsequent enforcement investigation.

C. Review. Review of any subsequent congested area operations.

Figure 3-144, Sample Letters Indicating Coordination With Appropriate Authorities

(To Agricultural Aircraft Operator)



[Operator’s name and address]

I, [name], the [title of individual and name of town] grant permission to [name of operator] to fly over the town of [name of town] for the purpose of [state purpose of operation] from an agricultural aircraft on [date of operation].

[official’s signature]

(To Federal Aviation Administration)

[Operator’s Letterhead]

[Date]

[Name and address of district office]

Sir/Ma'am:

[Name of operator] will conduct the dispensing operation, described on the attached diagram, per Title 14 of the Code of Federal Regulations § 137.51. The aircraft used will be a [make and model of aircraft and N number].

The dispensing operation will be conducted at no less than [altitude] feet above ground level. The airspeed will be [speed in knots or mph].

[Chemical name] will be dispensed at the rate of [number of gallons] per acre.

The operation will be conducted from [beginning date] to [ending date].

The public will be notified of the operation [indicate methods of notification] on [date].

Sincerely,

[Operator's signature]

Figure 3-145, Letter Approving Congested Area Plan. Use OPSS template A503.

Figure 3-146, Letter Disapproving Congested Area Plan

[FAA Letterhead]

[Date]

[Operator's name and address]

Dear [operator's name]:

This is to inform you that the congested area plan, which you submitted on [date], for agricultural aircraft operations over [congested area, city, or town] is not approved.

The following items were unsatisfactory:

[List the items and how they must be corrected.]

If you have any questions concerning this matter or intend to take action to correct these items, please contact this office at [telephone number].

Sincerely,

[POI's signature]

RESERVED. Paragraphs 3-4267 through 3-4285.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 134
Aitkin, MN 56431
218-927-3093
Fax: 218-927-7374

January 24, 2017

Mr. John Ricard
Central Planes Aviation, Inc.
39115 County Road 186
Sauk Centre, MN 56378

Re: Authorization to Operate Agricultural Aircraft over Unincorporated Areas of Aitkin County to Conduct Aerial Spraying of Tent Worm Caterpillars

Central Planes Aviation, Inc. has requested permission to operate agricultural aircraft over unincorporated areas of Aitkin County to spray for tent worm caterpillars using a Bt insecticide called Dipel.

Central Planes Aviation, Inc. is granted permission to operate agricultural aircraft over areas of Aitkin County while spraying for tent worm caterpillars per FAA waivers. Permission is granted with the following conditions:

1. It applies to only the unincorporated areas of Aitkin County;
2. Central Planes Aviation, Inc. must have a valid license to spray for tent worm caterpillars from the Minnesota Department of Agriculture;
3. This permission expires on December 31, 2017.

This authorization by Aitkin County is not an endorsement of this company. Central Planes Aviation, Inc. does not act on behalf or as an agent of Aitkin County.

Date _____

J. Mark Wedel, Chair
Aitkin County Board of Commissioners

Attest:

Patrick Wussow
Interim Aitkin County Administrator
Clerk, Aitkin County Board of Commissioners



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: January 24, 2017

Title of Item: Fund Balance and Reserves / Capital Improvement

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input checked="" type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Patrick Wussow	Department: Administration
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:
At the January 10th County Board meeting the Board reviewed Financial Policies and discussed reserving budgeted funds.

Attached are Pages 31 through 33 of our General Operations Policy. The yellow highlighted portion on Page 33 has been added, as recommended by the Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt the General Operations Policy with the changes as indicated.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

Subd. (4) From time to time, opportunities may arise to manage the County's expenses down by taking immediate action on an existing contract which exceeds the delegated authority of the County Administrator. In these rare circumstances, the County Administrator is authorized a reasonable amount of discretion to exceed the dollar limit, but not the duration limit, in this policy when it is documented that waiting until the next County Board meeting to approve a contract amendment or change order will likely cost the County a greater amount. In these circumstances, the Department Head requesting the purchase and the County Administrator should be in agreement, and the request shall be submitted to the County Board at the next regular County Board meeting.

Subd. (5) The County Highway Engineer has the authority to execute change orders and contract modifications deemed reasonable by the Engineer and within the scope of the project approved by the County Board. The Engineer must use discretion; taking in to account the scope of the project, the total cost of the project compared to the change order and the resources available.

Section J. Fund Balance and Reserves

Subd. (1) Fund Balance Policy

(a) The County aims to maintain a year end, unrestricted fund balance of at least 42% of the following year's budgeted expenditures on all governmental funds. For the purposes of this policy, the General Fund, HHS Fund and Highway Fund shall be combined; all other governmental funds shall be calculated separately.

Subd. (2) Designation of Fund Balance, GASB 54

(a) The County shall follow the MN State Auditor's Statement of Position on GASB 54 and such updates as may be made from time to time.

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact	<ul style="list-style-type: none"> • Inventories, • Prepaid items, • Long-term receivables
Restricted	Fund balance should be reported as restricted when constraints placed on the use of resources are either: a. Externally imposed by creditors (such as	<ul style="list-style-type: none"> • Restricted by state statute, • Unspent bond proceeds, • Grants earned but not spent, • Debt covenants,

	<p>through debt covenants), grantors, contributors, or laws or regulations of other governments; or</p> <p>b. Imposed by law through constitutional provisions or enabling legislation</p>	<ul style="list-style-type: none"> • Taxes dedicated to a specific purpose, and • Revenues restricted by enabling legislation
Unrestricted - Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority	<ul style="list-style-type: none"> • The governing board has decided to set aside \$1M for a road construction project. • Property tax levies set for a specific purpose by resolution
Unrestricted - Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed	<ul style="list-style-type: none"> • Governing board has set aside \$2 million for a county project and the county administrator may amend this up to \$100,000. • Governing body delegates the authority to assign fund balance to the finance officer. • Governing board has appropriated fund balance often to balance next year's budget. • Positive residual balances in governmental funds other than the general fund.
Unrestricted Unassigned	Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned	

(b) The County Administrator is delegated the authority to assign unrestricted fund balance for planning purposes, this authority does not grant authority to expend funds not budgeted by the County Board.

Subd. (3) Reserving Budgeted Funds

PURPOSE:

To set up procedures for reserving budgeted funds in the most fiscally responsible manner.

Note: In order to reserve funds during the current calendar year for equipment or projects that were not completed during that fiscal year, but will be completed during the following calendar year, those items must not be budgeted for in the following year and must not be moved from one line item to another. Additionally, the items must be for a specific use and not generalized.

PROCEDURE:

- The County Administrator will distribute a memorandum soliciting requests of reserves during the month of December.
- The Department Heads will submit an itemized list of items not completed during the current calendar year, with the budget and line item necessary to complete the project. All previously reserved monies must be included within the budget. The Department Head must certify that these requested items cannot be completed during the following fiscal year without these reserves and that the item has not been budgeted for in the following years budget.
- The County Administrator will review these requests and present the requests to the County Board prior to the end of each fiscal year.
- The County Board will act on these requests prior to the end of each fiscal year such to not hinder the fiscal health of Aitkin County and to uphold their fiscal responsibility to the taxpayers of Aitkin County.
- Any items not completed within the time period will be returned to the fund they were generated from at the end of the fiscal year they were reserved for.

Section K. Investments

Subd. (1) This investment policy applies to activities of the County with regard to investing the financial assets of all funds maintained.

- (a) All cash and investments will be maintained in a single cash and investment pool, unless otherwise required by law, court order, or County Board directive.
- (b) Interest revenue and gains (or losses) on sales of investments will be retained in the general fund unless specifically designated otherwise by County Board resolution, state statute, grant regulation, or contract.
- (c) All revenues, expenditures, assets, and liabilities relating to securities lending transactions will be recorded in the general fund. Revenue gains (or losses) related to this investment of cash collateral will be retained in the general fund.



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: January 24, 2017

Title of Item: Proposed Zoning and Shoreland Ordinance Amendments

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
Submitted by: Terry Neff, Environmental Services Director		Department: Environmental Services
Presenter (Name and Title): Terry Neff, Environmental Services Director if needed.		Estimated Time Needed: 30 min
Summary of Issue: See attached memorandum.		
Alternatives, Options, Effects on Others/Comments: Proposed amendments satisfy supreme court decision regarding signs, provide an allowance for patios, reference appropriate sections of ordinance, allow secondary dwellings, update definitions, etc.		
Recommended Action/Motion: Approval of proposed amendments.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ N/A Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		

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



MEMORANDUM

DATE: January 10, 2017
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Proposed Amendments to the Shoreland Management Ordinance and Zoning Ordinance

The Ordinance Review Committee consisting of: Brian Napstad – Former Commissioner, Anne Marcotte - Commissioner, Pete Gansen - P&Z, Steve Hughes - SWCD, Nathan Burkett – Former County Administrator and myself, met several times over the past few months to review proposed changes to the Zoning and Shoreland Management Ordinances.

A public hearing was held before the Aitkin County Planning Commission on December 19, 2016. Two members of the public were in attendance, both Farm Island Township representatives. Enclosed is a copy of the proposed amendments to each of the Ordinances. ~~Strikethrough~~ is language that is proposed for deletion, **red** is proposed new language by the Ordinance Committee and **green** is proposed language by the Planning Commission.

At the January 24, 2017, Aitkin County Board of Commissioners meeting I will be present to answer any questions the Board may have regarding the proposed amendments. If the proposed amendments are satisfactory to the Board, I will be requesting adoption of the proposed amendments.

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

c:\ctybrd\ctybrd2017

December 22, 2016

General Ordinance Proposed Amendments 2016

[SECTION 3] DEFINITIONS AND REGULATIONS

3.26A Group Home: Group homes means a living situation that provides at a minimum, room and/or board to unrelated people who live in certain licensed or registered group living arrangements.

3.54 Setback: "Setback" means the minimum horizontal distance between a structure including overhangs, eaves or projections (of greater than twenty four (24) inches) therefrom, sewage treatment systems or other facility and an ordinary high water level, sewage treatment system, top of a bluff, road right-of-way, property lines, or other facility.

3.57 Sign: "Sign" means any display or device designed to inform ...

3.05 Bluff: "Bluff" means a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance of 50 feet or more shall not be considered a part of the bluff):

A. The slope rises at least 25 feet above the toe of the bluff;

B. The grade of the slope from the toe of the bluff to a point 25 feet or more above the toe of the bluff averages 30 percent or greater.

A variance from a setback shall not be required provided the Aitkin County Soil and Water Conservation District has reviewed an evaluation of development procedure, prepared by a registered engineer, to ensure proper erosion and sedimentation techniques are employed and slope stability is maintained.

[SECTION 5]

SIGNS (DISPLAYS)

5.0 Purpose: It is the intent of this ordinance to permit business signs wherever they are moderate in size and design and consistent with the public safety and the welfare and aesthetics of surrounding areas.

5.01 Permit Required: Except as otherwise specifically authorized, no sign shall be located, erected, moved, reconstructed, extended, or structurally altered within the County until a permit has been issued by the Zoning Administrator. No

permit shall be issued for a sign not in conformity with the size, type, number, location, and use regulations affecting each zoning district.

- a. The change in ~~advertising~~ message, maintenance, and repair or the use of extensions, cut-outs, or embellishments upon an existing structure shall not be considered an enlargement, extension structure, or structural alteration provided that thereby the ~~advertising~~ structure is not caused to exceed any size limitation imposed by this ordinance.
- b. Lighted ~~advertising~~ signs shall be shielded so as to prevent beams or rays of light from being directed at any habitable building or dwelling or at any portion of the traveled way of such roadway and shall not be of such intensity or brilliance as to cause glare or impair the vision of any motor vehicle operator or obscure any official traffic sign, device, or signal.

~~5.02~~ Exceptions: A permit shall not be required for the following classes of signs:

5.04 Signs – No Permit Required:

a. Class A Signs: **A.** Official traffic control signs, and informational notice erected by federal, state, or local units of government. Only official identification, directional, or traffic control signs shall be allowed within the public right-of-way.

b. Class B Signs: **B.** On-premises ~~real estate~~ signs, residential identification, **government issued** warning and similar signs not greater than nine (9) square feet in area. **In residential zoning districts no more than two (2) such signs may be located on the premises. Signs shall not be spaced closer than every 50 feet.**

- ~~1. Flags and insignias of any government except when displayed in connection with commercial promotion.~~
- ~~2. Legal notices, identification, information, or directional signs erected by governmental bodies.~~
- ~~3. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights.~~
- ~~4. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.~~
- ~~5. A temporary sign indicating real estate for rent or for sale related to the premises only on which it is located.~~
- ~~6. Political poster in accordance with applicable state laws provided that they are removed within ten (10) days following the election for which they were intended.~~

C. Off-premises directory signs in the specific interest of the traveling public which advertise a business activity, an area of interest, or a service available at the specific location within twelve (12) air miles of the premises on which it is located.

a. Type 1: ~~Recreational directory signs indicating the direction to a cottage, resort, residence, or similar use. Such signs that identify the dwelling owners. Such signs shall not exceed four (4) square feet in area. When a common posting is provided all such signs shall be attached thereto.~~ Recreational directory signs may be placed at the right-of-way line of the roadway provided they are not within three hundred (300) feet of an existing residence. Information on such signs may be of reflective materials.

5.03 2 Prohibited Characteristics of Signs:

- a. No sign shall resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices.
- b. No sign shall be so located as to interfere with the visibility or effectiveness of any official traffic sign or signal, or with driver vision at any access point or intersection.
- c. No sign shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape, and no sign shall be attached to a standpipe or fire escape.
- d. No sign shall exceed the maximum height limitations of the district in which it is located.
- e. ~~No sign shall have an electronic or mechanical changeable message at intervals of less than five (5) minutes, except for that portion of a sign that displays time and temperature. PC recommends leaving in – could lead to unforeseen problems.~~
- fe. No sign structure shall be so designed that both sides of the structure can be viewed from any one traffic lane.

5.034 General Design of Signs:

- a. Back to Back Signs – there shall not be more than a four (4) foot distance between sign faces. Signs shall face in opposite directions.

- b. End to End Signs – there shall be no more than two (2) feet between signs and the signs shall be in a straight line. No more than two signs are allowed to be constructed end to end.
- c. V-Shaped Signs – no interior angle of a sign shall exceed more than a thirty (30) degree angle from perpendicular to the center line of the road (see illustration and chart).

For illustration purposes V-shaped signs only:

<u>Length of sign</u>	<u>Maximum distance between sign faces</u>
8 feet and less	8.0 feet
12 feet	12.0 feet
16 feet	16.0 feet
20 feet	20.0 feet

**See appendix C for diagram

- d. Signs erected back to back, end to end or in a V-type construction shall be deemed to be one sign structure. The largest advertising area on either side of the sign structure shall not exceed the allowable square footage measurements applicable to the sign class and the sign type.

5.045 Classification of Signs Requiring Permit:

- A. On-Premise Signs: ~~On-premise signs, which advertise business activity or service performed on the property.~~ On-premise signs may be placed at the right-of-way line of the roadway, unless otherwise specified. All other setback distance requirements of the underlying zoning district must be met. On-premises signs shall not be spaced closer than three hundred (300) feet to other advertising signs on the same side of the road except back to back , v-shaped or end to end.

~~1. Class C Signs: Type 1:~~

- ~~a. Type 1: Signs advertising a permitted home occupation or professional office in residential area. Such signs shall not exceed nine (9) square feet in area, and if illuminated shall be indirectly lighted. No more than one (1) such sign for each use located on the premises shall be permitted. No permit necessary.~~

- ~~b. Type 2: Signs or bulletin boards for public, charitable, or religious institutions. Such signs **in the farm/residential, open and public zoning districts** shall not exceed ~~sixteen~~ **twenty-four** (24) square feet in area, and no more than one (1) sign for each roadway upon which the property~~

faces shall be permitted. Such signs may be placed at the right-of-way line of the roadway. Permit required, however, no fee for permit.

Type 2:

- ~~e. Type 3: Signs advertising a business activity or service available in a commercial or manufacturing zoning district industrial area, or a business that is permitted in the zoning district or a business on commercially assessed property that is allowed with a conditional use permit, shall have no~~ No more than two such signs for each roadway upon which the property faces shall be permitted. Such signs shall not exceed eighty (80) square feet in combined area. ~~No more than one (1) such sign for each story may be attached to a building facade, and no sign may project more than four (4) feet beyond a building when attached thereto, or be higher than four (4) feet above the top roof line. Free standing signs shall not exceed twenty-two (22) feet in height from above the ground.~~
 - ~~d. Type 4: Signs advertising the sale of farm products on the premises. Such signs shall not exceed twenty four (24) square feet in area, and no more than three (3) non-lighted signs advertising produce may be erected within one hundred (100) feet of the stand.~~
 - ~~e. Type 5: Signs advertising a resort or recreational business activity or products available. Such signs shall not exceed twenty four (24) square feet in area, and no more than one (1) such sign for each roadway upon which the property faces shall be permitted.~~
- B. Off-Premises Signs: Off-premises signs may only be placed in a commercial or manufacturing zone outside the shoreland zone. Refer to the Aitkin County Shoreland Management Ordinance Section 4.23 for guidance on whether an off-premise sign may be authorized within the shoreland zone through the conditional use permit process. Off-premise signs must be placed ~~ten (10) feet off the right-of-way line of the roadway~~ outside the road right-of-way, unless otherwise specified. All other setback distance requirements of the underlying zoning district must be met.
- ~~1. Class D Signs: Signs or billboards which advertise general brand of product, an area of interest, a business activity or service available which is not in direct relation to the use of the premises on which it is located. Such signs shall not exceed two hundred (200) square feet in area. Free standing signs shall be erected outside a line parallel with and ten (10) feet from the roadway right-of-way, shall not exceed twenty-two (22) feet in height above the ground or be located within three hundred (300) feet of an existing residence. Off-premises signs shall not be spaced closer than three hundred~~

(300) feet to other advertising signs on the same side of the road except back to back , v-shaped or end to end. **Off premises signs must be placed one hundred (100) feet from property lines.**

2. ~~Class E Signs: Off premises directory signs in the specific interest of the traveling public which advertise a business activity, an area of interest, or a service available at the specific location within twelve (12) air miles of the premises on which it is located.~~
 - a. ~~Type 1: — Recreational directory signs indicating the direction to a cottage, resort, residence, or similar use. Such signs shall not exceed four (4) square feet in area. When a common posting is provided all such signs shall be attached thereto. Recreational directory signs may be placed at the right of way line of the roadway provided they are not within three hundred (300) feet of an existing residence. Information on such signs may be of reflective materials.~~
 - b. ~~Type 2: — Signs advertising a business or service available. Such signs shall not exceed twenty four (24) square feet in area, and no more than two (2) such signs relating to any one use shall be permitted in the approaching direction along any one roadway.~~

5.056 Nonconforming Signs:

Nonconforming signs shall be subject to the provisions of SECTION 12.

5.07 Substitution

Commercial speech is not favored over non-commercial speech. A non-commercial message may be displayed upon any sign.

- 8.21 A permit is required for the construction **or placement** of buildings or building additions (and including such related activities as construction of decks and signs), **and** the installation and/or alteration of sewage treatment systems ~~and these grading and filling activities not exempted by Section 3.70 of this ordinance.~~ Application for a permit shall be made to the Zoning Administrator on the forms provided. The application shall include the necessary information so that the Zoning Administrator or his authorized Representative can determine the site's suitability for the intended use and that a compliant sewage treatment system will be provided.
- 8.22 A permit authorizing an addition to an existing structure shall stipulate that an identified nonconforming sewage treatment system, as defined by Section ~~18~~ **17.01**, shall be reconstructed or replaced in accordance with the provisions of this ordinance.

8.3 Certificate of Zoning Compliance: The Zoning Administrator or his authorized Representative shall issue a certificate of zoning compliance for each permitted activity requiring certification. All permitted activities as specified in Section ~~3.70~~ 3.74 of the ordinance shall be inspected to ensure the use of land conforms to the requirements of this ordinance. Any use, arrangement, or construction at variance with the authorized by permit shall be deemed a violation of this ordinance and shall be punishable as provided in Section 13 of this ordinance.

16.0 Travel Trailer Park Campground:

F. The setback from any adjacent public road, street, or highway shall be fifty (50) feet. ~~and any~~ The setback distance from an adjacent property line would shall be ~~(50) thirty (30) feet.~~

17.0 (2) The application for an Interim Use Permit shall include:

- a. All information required for a conditional use permit,
- b. Floor plan of the structure, including the number of bedrooms with dimensions and all other sleeping accommodations,
- c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities (~~docking plan, fire pit area, swim beach, etc.~~) and sewage treatment systems.
- d. Emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.
- e. Current compliance inspection on the septic system.
- f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
- g. Plan for garbage disposal.
- h. Applicant must submit a pet policy.
- i. ~~In each bedroom and any room used for sleeping, show the dimensions of egress windows on the drawing and the style (double hung, sliding or casement).~~

17.01, B – All private sewage treatment systems must meet or exceed the Aitkin County ~~Individual~~ ~~Subsurface~~ Sewage Treatment System and ~~Wastewater Ordinance No. 4~~ and

Classification List – “Group Home” – change to “Group Home – 7 or more residents”.

- “Dwelling – Secondary Unit” – allow as permitted in Farm Residential, Public and Open and as a CUP/IUP in Residential, Commercial and Manufacturing.
-

Appendix B – add to Farm Residential, Open and Public, under “Examples of Permitted Uses” – Dwelling – Secondary Unit and Duplex dwellings (in Farm Residential 2 family dwelling will be changed to Duplex Dwelling).

Appendix B – In Residential , under “Examples of Permitted Uses” – change 2 family dwelling to Duplex Dwelling.

Appendix B – under the General Category column “Open Space”.

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December 24, 2016

Shoreland Ordinance Proposed Amendments 2016

- 2.6 – at the end of the paragraph add – “Mississippi Headwaters Board Comprehensive Management Plan”.
- 2.711 **Accessory structure or facility.** “Accessory structure” or “facility” means any building or improvement subordinate to a principal structure which, because of the nature of its use, can reasonably be located at or greater than normal structure setbacks. An accessory structure shall not be used for human habitation. **Examples of accessory structures are, but not limited to, garages, pole buildings, sheds, gazebos, decks, platforms, storage containers, fish houses, and similar structures.**
- 2.719a **Building Coverage.** “Building Coverage” means the ground surface covered by any building or appurtenance, including, but not limited to, decks, ~~platforms,~~ overhangs and projections therefrom, outdoor furnaces, fishhouses, sheds, carports, lean-to’s, or any similar building. **Building coverage does not include eaves of 24 inches or less.**
- 2.728 **Deck.** “Deck” means a horizontal, unenclosed platform, with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point the deck surface extends more than ~~thirty~~ **six** inches above ground. For ...
- 2.740 **Guest cottage.** “Guest cottage” means a structure used as a dwelling unit that ~~may contains~~ sleeping spaces and/or kitchen and/or ~~bathroom~~ **bathing** facilities **or any other feature that would make the structure more oriented towards a sleeping unit** in addition to those provided in the primary dwelling unit on a lot.
- 2.740A **Habitable Structure.** “Habitable Structure” means a structure which contains one or more of the following – one or more sleeping areas, bath tub, **or** shower, ~~toilet facilities, or any other feature that would make the structure more oriented towards a dwelling unit than an accessory structure.~~
- 2.744 **Impervious surface coverage.** “Impervious surface coverage” means any structure, facility or surface that sheds water including structures and facilities, sewage treatment system absorption areas (equal to 190 sq.ft./bedroom), retaining walls, and roadway surfaces and parking areas. Impervious surface does not include eaves of ~~two feet~~ **24 inches** and less.
- 2.759 **Patio.** “Patio” means any surface other than a deck ~~or platform~~ that is used in a similar manner as a deck ~~or platform~~ **but does not exceed 6 inches above grade, excluding accessories.** Sidewalks less than five (5) feet in width are not considered patios.
- ~~2.762 Platform...~~

2.776 **Setback.** "Setback" means the minimum horizontal distance between a structure, including overhangs, eaves or projections (of greater than twenty four (24) inches) therefrom, sewage treatment system, or other facility and an ordinary high water level, sewage treatment system, top of a bluff, road right-of-way, property lines, or other facility.

2.785 **Steep slope.** "Steep slope" means land where agricultural activity or development is either not recommended or described as poorly suited due to slope steepness and the site's soil characteristics, as mapped and described in available county soil surveys or other technical reports, unless appropriate design and construction techniques and farming practices are used in accordance with the provisions of this ordinance. Where specific information is not available, steep slopes are lands having average slopes over 12 of 18 percent or more, as measured over horizontal distances of 50 feet or more, that are not bluffs.

2.786 **Structure.** "Structure" means any building or appurtenance, including decks, platforms, patios within the building setback from the OHW, overhangs and ...

3.11 A permit is required for the construction of buildings or building additions (and including such related activities as construction of decks, platforms, patios within the building setback from the OHW, and signs), the ...

3.12,1 Decks, platforms patios and accessory structures ...permits for decks or platforms patios unless the...

4.14, A. Mississippi River – Shoreland that falls within the corridor shall be excluded from this Ordinance and be governed by the Mississippi Headwaters Board Management Plan Ordinance except where this ordinance is more restrictive.

5.14, D – Lots intended as controlled accesses to public waters or as recreation areas for use by owners of nonriparian lots within subdivisions ...

After Subitem (4). Access for nonriparian lots can only be through a controlled access lot. Easements or other instruments drafted for nonriparian lot owners to allow access to public waters shall be prohibited.

~~5.14, I~~ — ~~Patio's shall be allowed without a variance and not meeting the required setback distance from the ordinary high water level if all of the following criteria and standards are met:~~

- ~~(1) The principle structure, excluding decks and platforms, must meet all setback distance requirements in 5.21, A and B.~~
- ~~(2) The patio encroachment from the principle structure toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level,~~
- ~~(3) The patio is not roofed or screened,~~
- ~~(4) Impervious surface requirements must be met.~~
- ~~(5) The patio must be located within 2 feet of the principle structure.~~
- ~~(6) No patio is allowed within the bluff impact zone.~~

5.22, A (1) for lakes, by placing the lowest floor at a level at least **three feet above the highest known water level, or three feet above the ordinary high water level, whichever is higher.**

5.22, G In addition to the water oriented accessory structure (WOAS) allowed in 5.22, B, a patio will be allowed that meets the following:

- 1) Shall be no larger than 2 square foot per lineal foot of lot width, and
- 2) The patio must be setback from the ordinary high water (OHW) level of at least 10 feet, and
- 3) The area between the patio and the OHW level must be in native vegetation or grass cover or natural state or not mowed, and
- 4) The patio runoff must not drain towards the water body.
- 5) Patios must be located within the open area as described in 5.31,B(2)c. If the patio is located outside this area it must be located where there is a 25 foot unmowed vegetated buffer between the lake and patio or outside the shore impact zone.
- 6) Maximum size of a patio and any other water oriented structures shall not exceed a combined square footage of 400 sq.ft. on a Natural Environment lake and 600 sq.ft on a General Development lake or Recreational Development lake.

For all patios within the building setback distance from the OHW that exceed 240 sq.ft in area, a stormwater management plan must be developed (by a licensed engineer in the State of Minnesota, or a soil and water conservation district trained staff or a licensed landscape architect) and constructed to treat the runoff from the patio.

5.31 Vegetation Alterations.

B. Removal or alteration of vegetation, except for agricultural and forest management uses as regulated in Sections 5.62 and 5.63, respectively, is allowed subject to the following standards:

- (1) Cutting of trees and shrubs within the shore and bluff impact zones and on steep slopes is not allowed, except as provided for in subparagraph (2) below. Intensive vegetation clearing for forest land conversion to another use outside of these areas is allowable as a conditional use if an erosion control and sedimentation plan is approved by the soil and water conservation district in which the property is located.
- (2) A vegetation alteration permit is required prior to vegetative clearing in the shore impact zone and bluff impact zone and on steep slopes. In shore impact zones and bluff impact zones and on steep slopes, no clearing or cutting of trees and shrubs will be allowed until a plan is submitted to and ~~reviewed by Aitkin County Soil and Water Conservation District and~~ approved by the Aitkin County Planning and Zoning Office. The approved plan shall be submitted with the application for the vegetation alteration permit. The approval of the plan may require re-vegetation to meet the intent of this section. Limited pruning and trimming of trees is allowed to provide a view to the water from the principal dwelling site and

picnic areas, access paths, beach and watercraft access areas, and permitted water-oriented accessory structures or facilities, provided that:

- (a) the screening of structures, vehicles, or other facilities as viewed from the water, assuming summer, leaf-on conditions, shall not be substantially reduced;
- (b) along rivers and lakes, existing shading of water surfaces shall be preserved;
- (c) If the shore impact zone has had no past vegetation removal, as a general rule, the plan would allow removal of up to 1/3 of the trees greater than 5" in diameter 4.5 feet above ground level (DBH), diameter at breast height, and 1/3 of the trees/shrubs less than 5" (DBH) in a non-contiguous pattern as long as screening is maintained and shading of the shoreline is still provided. To allow access to water bodies for individual lot owners, an open area of 40 feet or 33% of the lot width, whichever is less, may be allowed to be cleared of trees and shrubs, as long as the above 1/3 tree/shrub removal is still in compliance. The clearing shall not extend more than 25 feet landward from the ordinary high water level. A grass cover shall remain to prevent erosion to the water body.

As an incentive to move the above described open areas off the shoreline, if the open area begins at least 25 feet back from the ordinary highwater (OHW) level an open area of 60 feet or 50% of the lot width, whichever is less and 30 feet in depth, may be allowed to be cleared of trees and shrubs, as long as the above 1/3 tree/shrub removal is still in compliance. The area between the OHW level and open area must be left in its natural condition excluding a 10 foot wide access path from the open area to the waterbody.

- (d) Burning of yard waste (including leaves, twigs, stumps, and grass) is not permitted within the shore and bluff impact zones or on steep slopes. A fire ring or pit is allowed as long as it does not exceed 4 3 feet in diameter.
- (e) **Exception-** Limited pruning is allowed as long as adequate screening and shading as viewed from the water is maintained and preserved, during leaf on periods of the year. Dead, diseased or hazardous trees may be removed with the landowners being encouraged to replace them by planting a species suitable for the site.

5.32 Grading and Filling/Land Alteration Permits

- A. Grading and filling and excavations necessary for the construction of structures, sewage treatment systems, and driveways under validly issued construction permits for these facilities do not require the issuance of a separate land alteration permit. However, the grading and filling standards in this Section E must be incorporated into the issuance of permits for construction of structures, sewage treatment systems, and driveways.
- D. Except for the activities described in Items A and C above, a plan must be submitted to the ~~Aitkin County Soil and Water Conservation District for review and to the Aitkin County Planning and Zoning Office for approval~~ prior to issuance of a land alteration permit. A land alteration permit may require the revegetation of the shore impact zone to meet the intent of Section 5.31.

Activities requiring a land alteration permit:

- (1) On steep slopes ~~of 18 percent slope or greater~~ and shore and bluff impact zones - activities that involve the excavation ~~and/or~~ placement of ~~earthen material of more than 240 sq.ft. of area~~ ~~ten (10) cubic yards of material.~~

With a permit, a minimum amount of excavation ~~and/or~~ placement of material to achieve the goal of the project may be permitted but shall not exceed 30 cubic yards ~~of material~~. The 30 cubic yards is the maximum amount of excavation or placement of material allowed on an existing parcel of land. The excavation or placement of material shall be done within any existing or proposed recreational use area or access path and not in a separate area; and

- (2) Outside of steep slopes ~~of 18 percent slope or greater~~ and shore and bluff impact zones - activities that involve the excavation or placement of more than fifty (50) cubic yards of material.

However, when at any one time, more than 200 cubic yards of excavation or fill is proposed ~~outside the permitted excavation of the structure~~, an erosion or sedimentation plan must be submitted to the Aitkin County Zoning Office for referral to the Aitkin County Water and Soil Conservation District for technical review and approval.

- (3) Excavation or placement of fill, as described in D (1) and D (2) above, is allowed no more than twice, unless the excavation or placement of fill is to regrade an annual ice ridge.
- (4) Access to water bodies for purposes of launching ~~trailered~~ watercraft require a land alteration permit. A plan must be submitted to the Aitkin County Soil and Water Conservation District for review and to the Aitkin County Planning and Zoning for approval. The plan must show how surface water run-off will be managed to prevent erosion and sedimentation into the water body. The intent is to prevent exposed soil and/or concrete/asphalt driveways to the lake and to use vegetated areas for filtration. In certain cases, if needed to accomplish the purpose of the access, vegetation intermixed with soil/concrete/asphalt may be permitted.

5.52 Specific Standards

- A. As of June 1, 2005, building coverage of lots must not exceed 15 percent of the lot area, and total impervious surface coverage of lots must not exceed 25 percent of the lot area. Lot area must not include ~~wetland areas~~, bluff areas or land below the ordinary high water ...

- 6.3 Additions/expansions to non-conforming principal structures built prior to January 21, 1992 without a variance. If a variance has been granted for an addition/expansion to a principal structure since January 21, 1992, then Sections 6.3, A, B and C do not apply and a variance is required for any future additions and/or expansions.**

A. All additions or any enlargement of an existing sub-standard principal structure shall be allowed providing all of the following criteria will be met: (If all of the following criteria are met, a one-time expansion since January 21, 1992 will be allowed without a variance).

- (1) The addition/expansion will not decrease the setback of the existing structure from the ordinary high water level,
- (2) The addition/expansion will not exceed 50 percent of the total volume of the existing structure, or exceed 50 percent of the assessed market value as indicated in the records of the County Assessor,
- (3) The existing structure is setback to a minimum of a line parallel with the Shore Impact Zone,
- (4) Impervious surface coverage of the parcel or lot shall not exceed 25 percent.
- (5) The existing structure and proposed addition/expansion must meet all other setback distance requirements of this Ordinance.

B. Deck additions shall be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria and standards are met:

- (1) a thorough evaluation of the property and structure reveals no reasonable location for a deck meeting or exceeding the existing ordinary high water level setback of the structure;
- (2) the deck encroachment toward the ordinary high water level (OHWL) does not exceed 15 percent of the existing setback of the structure from the ordinary high water level or does not encroach closer than 30 feet to the OHWL, whichever is more restrictive;
- (3) The deck is not roofed or screened; and
- (4) All other setback distance requirements of this Ordinance must be met.

~~C. Platform additions shall be allowed without a variance to a structure not meeting the required setback from the ordinary high water level if all of the following criteria and standards are met:~~

- ~~(1) The platform encroachment toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level or does not encroach closer than 20-30 feet to the OHWL, whichever is more restrictive.~~
- ~~(2) The platform is not roofed or screened, and~~
- ~~(3) All other setback distance requirements of this Ordinance must be met.~~

D. Patios shall be allowed without a variance and not meeting the required setback distance from the ordinary high water level if all of the following criteria and standards are met:

- (1) The patio encroachment from the principle structure toward the ordinary high water level does not exceed 20 percent of the existing setback distance of the structure from the ordinary high water level or does not encroach closer than 30 feet to the OHWL, whichever is more restrictive.
- (2) The patio is not roofed or screened,
- (3) Impervious surface requirements must be met,
- (4) All other setback distance requirements of this Ordinance must be met, and

(5) The patio must be within 2 feet of the principal structure.

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Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 1/24/2017

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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director, and Patrick Wussow, Interim County Admin.		Estimated Time Needed: 15
Summary of Issue: Please refer to attached memo.		
Alternatives, Options, Effects on Others/Comments: Job applications previously provided.		
Recommended Action/Motion: Motion to authorize making a conditional job offer to Ms. Jessica Seibert and to authorize Interim Administrator Patrick Wussow to determine the starting salary offer.		
Financial Impact: Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> The 2017 salary range for this position is \$87,089 - \$129,937. The prior incumbent was at \$101,668. Ms. Seibert's current salary at the City of Sandstone is \$65,004.		

Legally binding agreements must have County Attorney approval prior to submission.

AITKIN COUNTY HUMAN RESOURCES

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To: County Board

From: Bobbie Danielson on behalf of the Personnel Committee



Date: January 18, 2017

Subject: County Administrator Recruitment Process

Background

The Personnel Committee met on Tuesday, January 10, 2017, and January 12, 2017, to discuss options related to the County Administrator recruitment process. Options discussed included offering the position to one of the 3 finalists who were interviewed for the position, closing the pool and re-advertising now, closing the pool and re-advertising at a later/unspecified date, inviting more candidates from the current pool to interview, creating a management team comprised of current department heads (short-term, 6 months or less, or long-term), and advertising for another Interim County Administrator. The current Interim Administrator Wussow is available through March 31, 2017.

The Department Heads met on January 11, 2017, and unanimously recommend that the Board select one of the 3 finalists who were interviewed for the position. The Personnel Committee appreciated the input received from Department Heads and is requesting the following action.

Action Requested

Motion to make a conditional job offer to Ms. Jessica Seibert and to authorize Interim Administrator Wussow to determine the starting salary offer.

Following Board action, a written conditional job offer will be issued to Ms. Seibert (sample available upon request). She will be given 5 calendar days to accept or reject the conditional offer. Upon acceptance, a thorough background check will be completed by Admin/HR including employment references, personal references, and a criminal background check. Results of the background check will be reported to the Personnel Committee. The background check typically takes 2 weeks. If results are satisfactory, the Personnel Committee will recommend the Board formally appoint Ms. Seibert as County Administrator, with a start date to be determined.

AITKIN COUNTY BOARD OF COMMISSIONERS

J. Mark Wedel, Chairperson
mark.wedel@co.aitkin.mn.us

Phone 218-927-7276
Fax 218-927-7374
www.co.aitkin.mn.us

January 24, 2017

SAMPLE

[insert selected finalist's name]
[address]

RE: Conditional Offer of Employment, County Administrator (Grade 20)

Dear [insert name]:

On behalf of Aitkin County, I am pleased to conditionally offer you the position of County Administrator, with a starting salary of \$[insert] biweekly¹ (\$ _____/year). This offer is contingent upon proof of eligibility for employment, the satisfactory outcome of pre-employment screening activities, including a ~~leadership evaluation~~, education verification, employment references, and a criminal background check. A start date will be determined once all conditions have been satisfied.

To restate some specific aspects of the position, it is a regular full-time, supervisory, FLSA exempt position. This position is covered under the personnel policy manual – copy attached. Insurance and other benefits will be administered in accordance with the policy manual. Aitkin County will contribute to your PERA retirement account, currently at the rate of 7.5% of your gross salary. You will serve a six (6) calendar month probationary period. You are eligible to use accrued PTO and personal leave during your probationary period.

[Optional paragraph - discuss w/Personnel Committee, this is more than the policy manual provides.]
Following successful completion of the probationary period, in the event that you are terminated, the County Board agrees to provide you with 1 month (30 calendar days) of severance pay. In calculating the amount of severance pay, the County will pay a lump sum payment equal to your aggregate salary, holidays, and vacation during the 1 month period. In the event you are terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results, you shall not be entitled to any severance pay.

Aitkin County offers three health insurance plans for employees to choose from; the coverage you select will become effective on the 1st of the month following your date of hire. Benefit summaries and premium rates are attached. In addition, the county will also provide you with a \$15,000 life insurance policy and long term disability insurance. A FSA (flex) plan is available for pre-taxing premiums, eligible medical expenses, and child/dependent care. Voluntary plans are also available, including short-term disability, dental insurance, and deferred compensation.

[insert name]
January 24, 2017
Page 2 of 2

Please sign below to indicate your acceptance of this conditional offer by [insert date]. Upon acceptance, we will ~~schedule a leadership evaluation and~~ begin pre-employment screening activities. If you have any questions or concerns regarding this offer, please feel free to contact Mr. Patrick Wussow, Interim County Administrator, at 218-927-7276 or patrick.wussow@co.aitkin.mn.us. Questions about insurance, benefits, or the policy manual can be directed to Ms. Bobbie Danielson, HR Director, at 218-927-7277 or bobbie.danielson@co.aitkin.mn.us.

Most Sincerely,

AITKIN COUNTY

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

cc: County Commissioners
Patrick Wussow, Interim County Administrator
Bobbie Danielson, HR Director
Personnel File

¹Aitkin County employees are paid biweekly on Friday for work performed during the previous pay period. There are 26 pay periods in one year. There is a two-week hold back on wages.

.....

The foregoing conditional offer of employment is hereby accepted. I understand this is a conditional job offer that is contingent upon proof of eligibility for employment, the satisfactory outcome of pre-employment screening activities, including ~~a leadership evaluation~~, education verification, employment references, and a criminal background check. I authorize Aitkin County and its representatives to verify information provided in my job application and interviews and I hereby give permission to contact all of my current and former employers.

[insert name], Signed

Dated



Board of County Commissioners Agenda Request

SA
Agenda Item #

Requested Meeting Date: January 24, 2017

Title of Item: Annual Goal setting discussion

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input checked="" type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Patrick Wussow, Interim County Administrator	Department: Administration
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Presenter (Name and Title): Patrick Wussow	Estimated Time Needed: 15 minutes
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Summary of Issue:

Question: Does the County Board want to set Goals and objects for the County Board and staff for 2017. It may be to late in the process to create legislative goals.

We have included the Aitkin County 2009 Legislative Platform and the Association of MN Counties 2017 Legislative Priorities as background information for you to review.

In my previous work history with Aitkin County, previous County Boards and staff found it useful to identified objectives and goals for the Board to adopt and review on an annual basis. I am inquiring if the Board members would like staff to prepare department specific goals and objectives for 2017 and future years.

i believe County Board members would find a similar process useful for themselves to complete prior to a new County Administrator coming on staff.

This is a discussion item.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

DRAFT

Top Five

1. **Local Road and Bridge Improvement Program**
Aitkin County strongly supports continuing state funding of the following local transportation programs: Local Bridge Bonding, Local Road Improvement Program – Rural Road Safety Program and Routes of Regional Significance Program and Wetland Replacement for Local Transportation Projects. These programs provide a steady source of much needed funding for local transportation projects.
2. **Great River Road Bonding**
Aitkin County strongly supports State of Minnesota financial assistance to complete the third phase of the construction and paving of the Great River Road National Scenic Byway in Aitkin County. The projected cost of the project is \$1.6 million.
3. **Eliminate County Sales Tax on Purchases**
In 2007, Aitkin County paid approximately \$192,000 of sales tax. Additionally, all of our cities and townships are paying sales tax adding to this large payment to the state of Minnesota. Aitkin County supports the elimination of county sales tax on the basis that government should focus on working together rather than big government charging little government to function and operate within the state. This user fee was not established to redistribute taxpayer dollars among governmental entities.
4. **Tribal Court Ordered Child Placements**
The Agreement on Indian Child Welfare dated February 22, 2007 obligates local social service agencies (counties) to pay for the cost of foster care of Indian children who are placed by tribal court order. Aitkin County supports legislative action to remove the costs of tribal court ordered child placements from the property tax levies of Minnesota counties as it creates disproportionate property tax impacts on Minnesota counties.
5. **Impaired Waters**
Aitkin County proposes that the Minnesota Pollution Control Agency be limited in designating additional impaired waters until those already designated are restored. Additionally, funding for this program should be from general funds and not through direct property tax assessments on septic systems. The proposal to charge a tax adds additional bureaucracy, provides minimal improvement to northern Minnesota, and avoids issues of deficient funding for nonconforming or failing individual sewage treatment systems, which is a bigger issue to Aitkin County.

Impaired Waters Impact on County Ditch 5

Aitkin County has spent 10 years in attempting to repair and maintain County Ditch 5. Aitkin County has prepared an EAW and made a negative declaration on the need to prepare an EIS for the realignment of County Ditch 5. Aitkin County chose the environmentally preferred alternative for the repair and maintenance of County Ditch 5. Aitkin County opposes the Impaired Waters Laws when it conflicts with Minnesota Statutes 103E on ditch repair and maintenance.

Aitkin County supports the City of McGregor's request for state bonding money to assist in the development of a plan and procedure for diverting the water from County Ditch 5 that runs through the City that has been brought about because of the Impaired Waters Laws.

Legislative Positions by Category

Corrections

Detox Cost

Aitkin County supports the remittance of 20% of the liquor tax collected in each county to be paid to the county for liquor-related expenses.

Downward Departure

Aitkin County supports the full funding of any state inmates that are transferred to county jails.

Methamphetamine

Treatment:

Aitkin County strongly supports dollars for treatment and rehabilitation of methamphetamine users and strongly supports the proposal that a Regional Residential Treatment Center be established on the Brainerd Regional Treatment Campus. State bonding dollars estimated at \$5.6 million would be utilized for the purchasing materials and equipment and other expenses incurred to develop a regional pregnant female residential chemical dependency program, as well as a female addicted program for mothers with children under the age of 8 years of age in treatment of their addiction.

Clean-Up:

Additionally, Aitkin County also supports state funding for the clean-up of methamphetamine production sites. The illegal production and use of methamphetamine (meth) has been increasing in Minnesota since the late 1990s. In 2003, there were more than 500 clandestine drug labs where methamphetamine was made and other meth-related events (meth chemical dumps, anhydrous ammonia thefts) discovered in the state. Most of the meth labs (75%) were located away from the largest Minnesota cities, in rural or semi-rural areas. Therefore, each meth lab or meth chemical dump is a potential hazardous waste site, requiring evaluation, and possibly cleanup, by hazardous waste (HazMat) professionals.

Environment And Natural Resources

Environmental Shorelands Regulation H.F. 1855

Aitkin County opposes H.F. No.1855 as it will require the consideration of cumulative impacts in administering and enforcing land use regulations which may prevent any form of development within the shoreland area, result in the increase in county staff required to administer and enforce regulations, significantly increase the cost of land use permits in order to determine the environmental impacts for every project, and require oversight of the MN DNR on land use decisions which is in conflict with Minnesota Statutes Chapter 394 and Minnesota Statutes 15.99. The implementation of interim rules and model standards by the MN DNR does not have support of the Association of Minnesota Counties or Minnesota Association of County Planning and Zoning Administrators

Alternative Individual Sewage Treatment Systems

Aitkin County has spent an estimated \$50,000-70,000 per year to administer individual sewage treatment system rules in Minnesota. Additionally, Aitkin County's taxpayers will spend an estimated \$42,000,000 to bring each of their individual systems into compliance. Aitkin County supports state

incentives and funding to support this program by way of an amendment to the municipal wastewater treatment funding bill.

Impaired Waters Policy Proposal

Aitkin County strongly opposes the proposal to charge a tax of \$36 on residential and \$150 on nonresidential establishments to correct actions on impaired waters. This proposal adds additional bureaucracy, provides minimal improvement to northern Minnesota, and avoids issues of deficient funding for nonconforming or failing individual sewage treatment systems, which is a bigger issue to Aitkin County. Additionally, Aitkin County is concerned with the deception that would be caused to the citizens of Minnesota by putting this "user fee" on the local property tax statements.

Wetlands

Counties need new definitions on what constitutes a wetland and how they affect county road and trail projects. Aitkin County supports definitions that do not hinder the county's ability to build roads and trails.

Waste Management

Aitkin County supports legislation regarding management of electronic waste that incorporates the following: shared responsibilities among manufacturers, retailers, and generators; reliable and convenient recycling options; responsible recycling of CRTs; a mechanism to address the backlog of CRTs; and, a preference for cost internalization or advance recycling fees over end-of-life fees and without relying on local government.

Pesticide Program

Aitkin County supports continued funding of the Department of Agriculture's pesticide program.

Chapter 394 Planning and Zoning Laws

Aitkin County opposes any changes to Chapter 394 that will lessen the notification requirements for conditional use permits and variances, and any lapse time for variances. In order to promote the health, safety, morals, and general welfare of the counties within the State of Minnesota, Aitkin County supports legislation that would prevent any changes or legislative acts that alter or change any section, subdivision or subitem of Minnesota Statutes Chapter 394 without going through the rule making process and having support of the Association of County Planning and Zoning Administrators.

Mississippi Headwaters Board

Aitkin County supports passage of legislation that would provide funding for the Mississippi Headwaters Board through the Legislative Commission on Minnesota Resources, as originally established, and to the \$170,000.00 level as set in 1998. Aitkin County does not support the current funding of the MHB as a pass through grant from the Minnesota Department of Natural Resources.

Funding for County Agricultural Inspectors

Aitkin County supports passage of legislation that would provide funding to reimburse counties for an amount up to 50% of the actual annual expenses the County's Agricultural Inspector.

General Government

ATV Usage

Aitkin County supports the usage of funds from the all-terrain vehicle account in the natural resource fund for repairing damages caused by all-terrain vehicle use on public and private lands, public roads, and public road right-of-ways. Aitkin County also supports the use of these all-terrain funds by counties and municipalities for enforcement of all-terrain vehicle rules and laws. Aitkin County supports amending laws to allow ATV use on frozen class 3, 4, 5 wetlands and on Class 8 wetlands.

Aitkin County supports the development and maintenance of a useable, environmentally sound, well managed ATV trail system.

Payment in Lieu of Taxes

Aitkin County strongly supports an increase in the payment that counties receive on state owned natural resource lands within the County. There are approximately six hundred thousand (600,000) acres of State owned natural resource land in Aitkin County. The County and Township provide services to and have costs related to this land. This rate was adjusted in 2000, but was not fully indexed back to 1979.

Payment in Lieu of Taxes Apportionment

Aitkin County supports the current methodology for appropriating payment in lieu of taxes.

Setting County Commissioner Salaries

Aitkin County supports legislation that requires County Boards to set the following year's County Commissioner Salary prior to the open filing period in election years.

Long Distance Phone

Many local areas cannot call in close proximity without long distance charges, some within the same county. Aitkin County supports legislation to reduce the adverse impacts in these areas.

Supplemental Compensation for Active Military Personnel

Aitkin County supports state legislation to provide supplemental income for citizens who are called to active military duty via a presidential recall. Citizens should not be put at an economic disadvantage by serving their county.

State Deficit

In consideration of the continued challenge of balancing the state budget and eliminating the state deficit, Aitkin County supports legislation for the elimination of all state mandates if funding is cut in any given year except for those specifically identified in the bill which balances the state budget and resolves the state deficit contingent on the indemnification of Local Government by the State of Minnesota for any claims which result due to cuts in service and programs and the removal of any legislation which provides for the opportunity to challenge any budgets and salaries that the County Board adopts.

State Aid

Aitkin County also supports an elimination of program mandates on a dollar for dollar basis on any funding cuts the state makes to local government.

State Truth in Financial Forecasting

Aitkin County supports legislation to require financial forecasting which instills practices which financial professionals would endorse such as including a reasonable level of inflation on both expenditures and revenues when trying to communicate the truth to the people of the State of Minnesota.

Return of State Fees

Aitkin County supports the return of all state fees to local government for all services that are provided for the state by local government. As an example: Mortgage Registry Deed Tax.

Health And Human Services **Out-of-Home Placement.**

Aitkin County supports state funding of out of home placement. Aitkin County has spent between \$300,000 and \$1,200,000 for out of home placement per year in each of the past 10 years. Aitkin County believes state funding of this social issue is more equitable than spreading these variable costs over the property tax base that may not have been the origination of the problem. In addition, Aitkin County supports direct federal funding of the Indian Child Welfare Act placements. Aitkin County's actual costs for out of home placement over the past ten years have been:

YEAR	AMOUNT	NUMBER OF CHILDREN
1993	\$380,497.65	87
1994	\$485,070.70	75
1995	\$479,058.88	71
1996	\$309,224.35	55
1997	\$385,075.19	52
1998	\$468,372.70	68
1999	\$619,811.58	88
2000	\$680,797.52	85
2001	\$862,377.16	116
2002	\$944,889.30	94
2003	\$1,210,524.55	81
2004	\$1,054,034.05	76
2005	\$915,853.83	69
2006	\$847,823.00	73

Medical Assistance Disparity – Rural

Aitkin County supports increased funding of medical assistance for rural counties to reduce the disparity between urban and rural counties.

Uncompensated Care

Aitkin County supports a state fund to compensate a portion of the hospital uncompensated care burden, which is picked up by property tax payers.

Regional Treatment Centers

Aitkin County supports funding for counties for any service cost increases due to the reorganization of the regional treatment centers.

Tobacco Endowment Fund

Aitkin County supports maintenance of the integrity of the tobacco endowment funds to build youth resilience and reduce the risk of alcohol, tobacco, and other drug use and unintended pregnancy and sexually transmitted infection amongst all of our youth.

Transportation

Wetland Mitigation

Aitkin County supports continuing state funding from non-transportation funding sources for wetland mitigation of county highway projects as provided by the 1996 amendments to the Wetland Conservation Act.

Bridge Bonding

Aitkin County supports continuing state funding for local bridges at the level recommended by the Minnesota Department of Transportation Office of State Aid.

Minnesota Vehicle Sales Tax (MVST) Constitutional Amendment

Aitkin County supports the Constitutional Amendment to dedicate the remaining 46% of MVST to transportation for highway and transit systems.

Road Construction Permitting

Aitkin County supports the efforts of state and federal regulatory agencies to streamline current environmental permit requirements for road construction projects.

Gas Tax

Aitkin County supports an increase in the state gas tax providing Aitkin County maintains its current funding level and realizes a reasonable level of increased funding from the increased taxes collected.

Aid for Beaver Damage and Containment

Aitkin County supports funding for counties with large beaver control issues to preserve and protect county roads and property owners by funding damage caused by beavers and by funding county containment programs for beavers.

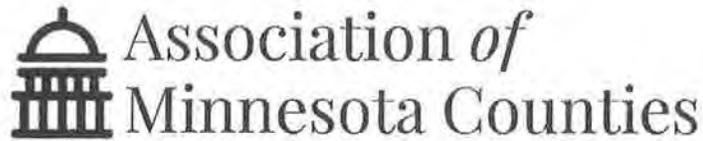
Ten Ton Roads

Aitkin County supports a statewide initiative that will build a comprehensive statewide system of 10-ton local roads to connect to major transportation routes. The system will provide greater transportation efficiencies for farm and forest-to-market roads.

Eminent Domain

Aitkin County supports the current balance in statutes between landowner rights and public agency eminent domain rights as those rights relate to transportation projects.

Aitkin County does not support statutory changes that require public agency reimbursement of landowner attorney fees in eminent domain proceedings.



2017 Legislative Priorities

Draft December 2016

For more than 100 years, the Association of Minnesota Counties (AMC) has assisted the state's 87 counties in providing effective governance for all citizens.

Legislative Principles

- **AMC strives** to preserve local control so that counties have the flexibility to address the most pressing needs of their communities.
- **AMC supports** state budget solutions that avoid adding or shifting a disproportionate burden to counties through cost shifts, cost shares and unfunded mandates.
- **AMC believes** that funding for county-administered services should be commensurate with the level of service or results deemed acceptable.

2017 Legislative Action Items

County Program Aid

AMC supports legislation that strengthens county program aid (CPA) in a sustainable way and provides relief for counties experiencing dramatic reductions in tax-base equalization aid.

The total appropriation counties receive in state aid has fluctuated drastically over the past twenty years, and is significantly depressed in real dollar value. AMC convened a work group to study the CPA formula and recommend improvements. The work group included leadership from over twenty counties along with input from the Minnesota Inter-County Association (MICA) and the Minnesota Rural Counties Caucus (MRCC). After more than a year of work, the work group developed recommendations that reduce volatility and protect counties from losing significant funding when there is a sudden shift in their demographics.

Transportation Funding

AMC supports a comprehensive transportation funding package that includes new revenue for roads, bridges, and transit.

The solution should be comprehensive (multi-modal), balanced (regionally and between modes), sustainable (on-going funding), and dedicated (constitutionally for roads and statutorily for transit).

Mental Health in Jails and the Community

AMC supports county initiatives that reduce the incarceration of those with mental illness in local jails and redirects the existing county cost share dollars to efforts that increase mental health system capacity.

Many counties are already developing initiatives to reduce the number of mentally ill Minnesotans in jail. Some efforts are state supported and others are county financed. The legislature should support expansion of existing programs and create incentives for new programs aimed at this goal. Also, a significant portion of the mental health infrastructure is funded by county cost shares. While counties would prefer the elimination of these cost shares, as long as they are in place, this revenue should be used in ways that meet county needs in delivering these services.

Buffer Aid

AMC supports ongoing state funding for counties that opt to implement and enforce the requirements of the Minnesota buffer law.

County officials agree that local implementation and enforcement of the new buffer law may be best, however, these responsibilities will require additional staff time and resources, and ultimately leave counties with an unfunded mandate. State funding will help ensure the program is implemented and enforced locally and on a statewide basis.

Determining Fiscal Impact on Counties

AMC supports legislation that would require bills to include county investment as a line item of funding to encourage transparency in taxation, and consideration of the property tax impact of cost shifts.

In recent legislative sessions there have been increased requirements for county investment in areas of child protection and mental health. These mandated cost shifts have become crippling for county budgets across the state. This bill would require that the cost of a legislative proposal take into account county investment to accurately reflect taxpayer investment.

METS Funding

AMC supports legislation that would provide increased funding to the Minnesota Eligibility Technology System (METS).

Counties are responsible for determining eligibility for assistance programs. The METS system is the computer program that county workers use to assist in this determination. The system is still new, and requires additional programming investment so that county workers are able to efficiently and accurately navigate the system to ensure integrity of eligibility determinations.

Local Road Wetland Replacement

AMC supports the immediate need for short-term cash funding for the Local Road Wetland Replacement Program (LRWRP) and long-term continued funding of the program.

The LRWRP has been an integral part of the “no net loss” policy under the Wetlands Conservation Act. Recently, the state has not been meeting its funding obligation. As a result of underfunding, BWSR has closed two of the ten Wetland Bank Service Areas (BSAs). Since local governments have not budgeted to step in to meet the state’s legal obligation to replace the lost wetlands, the Legislature needs to act immediately to meet the state’s legal obligation to fund the replacement of the affected wetlands. BWSR will need approximately \$6 million in cash to buy wetland credits from private wetland banks to meet immediate LRWRP obligations, as well as \$10 million in bonding authorization for BWSR to recapitalize its wetland banks to meet LRWRP obligations in future years.

Broadband Development Funding

AMC supports the build-out of broadband infrastructure in Minnesota, including legislation that would provide funding for the Office of Broadband Development and continued funding for the Border-to-Border Broadband Development Grant Program.

The Legislature approved \$35 million be designated for the grant program this year, which is more than recent years, but far short of the \$100 million suggested by Gov. Mark Dayton and supported by AMC. Continued funding for this program is necessary to support the infrastructure needed.

AMC Intergovernmental Services Staff

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Updated December 14, 2016



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: January 24, 2017

Title of Item: Annual Goal setting discussion, cont.

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Patrick Wussow, Interim County Administrator		Department: Administration
Presenter (Name and Title): Patrick Wussow		Estimated Time Needed: 15 minutes
Summary of Issue: Staff is interested in exploring the opportunity of setting up a retreat/Committee of the Whole meeting for the County Board to aid in setting goals and objectives for Aitkin County. Additionally, the benefits for hiring an outside facilitator should be discussed during the Boards review of this topic. The issue of expense and meeting times are topics that would need to be addressed.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		