

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 18, 2018 – BOARD AGENDA

Aitkin Public Library

- 9:00 1) Anne Marcotte, County Board Chair
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
- 9:02 E) Health & Human Services (see separate HHS agenda)
- 9:50 Break
- 10:00 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 December 11, 2018 to December 17, 2018
 - B) Approve December 11, 2018 County Board Minutes
 - C) Approve December 11, 2018 Budget Hearing Minutes
 - D) Approve Electronic Funds Transfers
 - E) Approve Purchase of Oversize Scanner Printer – Recorder's Office
 - F) Adopt Resolution: 2019 Liquor Licenses
 - G) Authorize County Administrator to Approve Year-End Matters
 - H) Adopt Resolution: Repurchase Application - Wetherell
 - I) Approve Temporary On-Sale Liquor License - Cuyuna Brewing Company
 - J) Adopt Resolution: Designating Annual Polling Places
 - K) Approve Commissioner Warrants
 - L) Approve November Manual Warrants
- 10:02 3) Jessica Seibert, County Administrator
- A) 4-H Science of Engineering Design Team – Susanne Hinrichs
 - B) Approve Request to Fill Committee Openings:
 - 1. Board of Adjustment
 - 2. Natural Resources Advisory Committee
 - C) Approve Capital Improvement Plan
 - D) Approve 2019 Budget, Levy, and Supporting Resolutions
- 10:35 4) Bobbie Danielson, Human Resources Director

- A) Approve Updated Personnel Policy
- B) Approve Updated Safety Policy and Emergency Action Plan for Employees
- C) Approve Performance Management Guide

10:50 5) Scott Turner, Sheriff

- A) Approve Joint Powers Agreement – ICAC
- B) Emergency Operations Plan – PowerPoint Presentation

11:25 6) Committee Updates

12:00 Adjourn

The Aitkin County Board of Commissioners met this 11th day of December, 2018 at 4:01 p.m., at Aitkin City Hall, with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Don Niemi, Bill Pratt, County Administrator Jessica Seibert and Administrative Assistant Sue Bingham. Commissioner Laurie Westerlund was absent.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to approve the December 11, 2018 amended agenda. Agenda Item 4C) Temporary On-Sale Liquor License, and 5F) Separation Agreement, were added.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 27, 2018 to December 10, 2018; B) Approve County Board Minutes: November 27, 2018; C) Approve Electronic Funds Transfers: \$2,526,413.75; D) Adopt Resolution: Aitkin County Electronic Funds Policy/Procedure; E) Adopt Resolution: 2019 All Terrain Vehicle Trail Funding; F) Adopt Resolution: Repurchase Application – Powers; G) Adopt Resolution: 2019 Liquor Licenses; H) Approve Commissioner Warrants: General Fund \$156,011.53, Road & Bridge \$13,208.99, Health & Human Services \$5,664.00, State \$555.00, Trust \$2,149.33 for a total of \$177,588.85; I) Approve October Manual Warrants: General Fund \$14,070.21, Road & Bridge \$2,218,729.15, Health & Human Services \$299.42, State \$912,284.22, Taxes & Penalties \$991.36, Long Lake Conservation Center \$1,845.96, Parks \$20.00 for a total of \$3,148,240.32; J) Approve Auditor Warrants – Period 2 Overpays: Taxes & Penalties \$15,584.86; K) Approve Auditor Warrants – Contegrity: \$543,340.84

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Aitkin County Electronic Funds Policy/Procedure:

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

WHEREAS, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor and Health and Human services staff to initiate electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board delegates the authority

CALL TO ORDER

APPROVED AGENDA

CONSENT AGENDA

**RESOLUTION
20181211-081
AITKIN COUNTY
ELECTRONIC
FUNDS POLICY/
PROCEDURE**

to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers.

BE IT FURTHER RESOLVED, that the County Treasurer will:

- A. Provide copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – 2019 All Terrain Vehicle Trail Funding:

WHEREAS, local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

WHEREAS, Clubs wish to contract with the County for maintaining these trails, and

WHEREAS, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants-in-Aid assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Axtell ATV technical riding area, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail and Solana ATV trails.

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Repurchase Application – Powers:

WHEREAS, Thomas L. Powers and Patrick Powers, the joint tenant owners at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is

**RESOLUTION
20181211-082
ALL TERRAIN
VEHICLE TRAIL
FUNDING**

**RESOLUTION
20181211-083
REPURCHASE
APPLICATION -**

situated in the County of Aitkin, Minnesota and described as follows, to-wit:

The northwest quarter of the northeast quarter (NW ¼ of NE ¼), Section twenty-six (26), Township forty-three (43), Range twenty-three (23).

and WHEREAS, said applicant has set forth in his application that:

- a. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:
 The loss of this asset does severe damage to mine and my father's financial stability and ability to receive credit upon which my father lives. The loss of this land resulted from a misunderstanding on my part of the dispersement of money paid and my address not being changed which resulted in my not being notified of impending forfeiture.
- b. The repurchase of said land by me will promote and best serve the public interest, because:
 My being allowed to repurchase this land will serve friends and acquaintances a place to hunt and camp, which in turn brings money into the county through tourism as well as motivating me to keep the land in a natural state, preserving the environment of your county.

and WHEREAS, this board is of the opinion that said application should be granted for such reasons.

NOW, THEREFORE BE IT RESOLVED, that the application of Thomas L. Powers and Patrick Powers for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – 2019 Liquor Licenses:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019:

“ON”, “OFF” and “SUNDAY” Sale:

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township
 This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

MacDonald Ent. of Malmo, Inc., d/b/a **Castaways** – Lakeside Township
 This establishment has an address of 32360 215th Lane, Isle, MN 56342

N5 Corporation, d/b/a **Fisherman’s Bay** – Workman Township
 This establishment has an address of 50933 State Highway 65, McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township
 This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

POWERS

**RESOLUTION
 20181211-084
 2019 LIQUOR
 LICENSES**

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township
This establishment has an address of 20612 498th Lane, McGregor, MN 55760

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township
This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Chuhanic Inc, d/b/a **The Joint Bennettville MN** – Hazelton Township
This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

Big Sandy Golf Inc., d/b/a **Minnesota National Golf Course** – Workman Township
This establishment has an address of 23247 480th St., McGregor, MN 55760

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township
This establishment has an address of 49463 202nd Place, McGregor, MN 55760

“OFF” Sale:

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

TJ’s Liquor Inc., d/b/a **TJ’s Liquor** – Malmo Township
This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

Minnewawa Partners LLC, d/b/a **Willey’s Sports Shop & Spirits** – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Kathryn E Eken, d/b/a **Jack’s Shack** – Rice River Township
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

Rich Courtemanche, Aitkin County Land Commissioner discussed the proposed Enbridge Energy Pipeline Easement with the Board and answered questions. Motion for a resolution by Commissioner Niemi, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Enbridge Energy Pipeline Easement:

WHEREAS, Enbridge Energy, Limited Partnership, a Delaware limited partnership, with an office located at 119 North 25th Street East, Superior, Wisconsin 54880 (Enbridge) has made application for a right-of-way easement to survey, locate, construct, install, operate, maintain (including cathodic protection systems), clear, inspect (including aerial patrol and subsurface digging), reclaim, remove, protect, idle in place, repair, replace, relocate, change the size of and reconstruct a single pipeline, together with any associated valves, fittings, location markers and signs, communication systems and lines, utility lines, safety and protective apparatus, and all other equipment and appurtenances, whether above or below grade across the Aitkin County managed lands as described in “Right-Of Way and Easement Grant”

ENBRIDGE

**RESOLUTION
20181211-085
ENBRIDGE
ENERGY
PIPELINE
EASEMENT**

with Exhibits A-1 through A-33 attached hereto and incorporated herein ("Right-of-Way")

WHEREAS, Enbridge has made application for construction of a temporary access road lease as described in the attached the "Temporary Access Road Lease" with Exhibits A-1 through A-34 attached hereto and incorporated herein ("Road Access")

WHEREAS, Enbridge has made application for construction of a temporary work space agreement as described in the attached "Temporary Work Space Agreement" (TWS) with Exhibits A-1 through A-33 and Additional Temporary Work Space (ATWS) with Exhibits A-10, A-17, and A-34 attached hereto incorporated herein ("Temporary Work Space")

WHEREAS, said applicant will be charged Right-of-Way easement costs of \$178,475.00, Road Access costs of \$94,240.00, Temporary Work Space costs of \$109,231.00, appraised aggregate costs \$301,012.70 and timber charges of \$16,682.48 (Total \$699,641.18) as appraised by the County Land Commissioner,

WHEREAS, the Aitkin County Land Commissioner, after making an investigation of such application, has advised that he finds no objection to granting such permit and easement,

WHEREAS, the Aitkin County Board of Commissioners resolved its support for Enbridge's proposed Line 3 Replacement Project, their preferred route, and their plan for deactivating the existing Line 3 (20170926-073),

WHEREAS, the Aitkin County Board of Commissioners recognized Enbridge for its longstanding performance and continual efforts to protect the environment, wildlife and habitats, as well as the people who live in the communities in which it operates (20170926-073),

NOW THEREFORE, BE IT RESOLVED, that pursuant to Minnesota Statutes, Section 282.04, Subdivision 4, the County Auditor be and is hereby authorized to issue to Enbridge Energy, Limited Partnership, a Delaware limited partnership, with an office located at 119 North 25th Street East, Superior, Wisconsin 54880 (Enbridge), an easement to use said described land, if consistent with the law, as in the special conditions set forth herein,

BE IT FURTHER RESOLVED, that said easement be granted, subject to the following terms, and conditions:

1. The utility infrastructure shall be constructed and maintained by the grantee or permittee without any cost to the County of Aitkin and the land area shall be open for public use, as long as said easement is in force.
2. Any timber cut or destroyed shall be paid for at the usual rate as soon as determined by the Land Commissioner. (Timber has been included in the easement costs.)
3. Aitkin County manages County owned and tax-forfeited lands to produce direct and indirect revenue for the taxing districts. This management includes the harvesting and extraction of timber, gravel, minerals, and other resources. The issuing and use of this easement shall not adversely affect the

<p>management and harvesting of timber and other resources on County owned and tax forfeited land. If for any reason, including township or county road construction or reconstruction, the easement needs to be relocated, the county and township will not be responsible for any relocation costs.</p> <p>4. Any such easement may be canceled by resolution of the County Board for any substantial breach of its terms or if at any time its continuance will conflict with public use of the land, or any part thereof, on which it is granted, after ninety (90) days written notice, addressed to the record owner of the easement at the last known address.</p> <p>5. Land affected by this easement may be sold or leased for any legal purpose, but such sale or lease shall be subject to this easement and excepted from the conveyance or lease, while such easement remains in force.</p> <p>6. Failure to use the right of way described in this document for the purpose for which this easement is granted for a period of five years, shall result in the cancellation of this easement and any rights granted to the grantee by this easement shall cease to exist and shall revert to the grantor.</p> <p>7. Aitkin County manages the property for many purposes such as a motorized and non-motorized recreation trails, access to county managed and other lands for resource management purposes, including the harvesting of timber, extraction of gravel, peat, fill dirt, etc, and the mining and extraction of minerals. The issuing and use of this easement shall not adversely affect any other Aitkin County authorized uses of this strip of land.</p> <p>8. After construction, the lessee shall mark the location of the utilities and shall return the land to the same condition as prior to issuing of the easement.</p> <p>9. If the County shall make any improvements or changes on all or any part of its property upon which utilities have been placed by this permit, the utility owner shall, after notice from the County, change vacate, or remove from County property said works necessary to conform with said changes without cost whatsoever to the County.</p>	
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve 2019-2021 Agreement Between the University of Minnesota and Aitkin County as presented, for providing Extension programs locally and Employing Extension Staff.</p>	<p>AGREEMENT BETWEEN U OF MN AND AITKIN COUNTY</p>
<p>Jessica Seibert, County Administrator reviewed the 2019 Proposed Budget with the Board and answered questions.</p>	<p>2019 PROPOSED BUDGET</p>
<p>Motion for a resolution by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt resolution – Temporary On-Sale Liquor License:</p>	<p>RESOLUTION 20181211-086 TEMPORARY ON-SALE LIQUOR LICENSE</p>
<p>BE IT RESOLVED, the Aitkin County Board of Commissioners hereby sets the license fee for Temporary On-Sale Liquor at \$50.00.</p>	
<p>Bobbie Danielson, Human Resources Director discussed the following with the Board:</p>	<p>HR DIRECTOR</p>

- 2019-2020 Teamsters Licensed Essential Unit Agreement
- 2019-2020 Teamsters Non-Licensed Essential Unit Agreement
- 2019 Non-Union Wage Scale & Within Range Movement
- 2019 PEIP Health Insurance Rates
- 2019 Elected Officials Salaries
- 2019 Commissioners Salaries

Action taken:

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members present voting yes to ratify 2019-2020 Teamsters Licensed Essential Unit Agreement as presented and authorize staff signatures.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to ratify 2019-2020 Teamsters Non-Licensed Essential Unit Agreement and authorize staff signatures.

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to adopt the 2019 non-union wage scales as presented, and authorize 3% within range movement, not to exceed the scale maximum on January 1, 2019.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to authorize the employer's PEIP contribution rates, HSA contributions, and waiver rates as presented, effective January 1, 2019.

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Wedel and carried, all members present voting yes to adopt resolution – 2019 elected Officials Salaries:

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2019 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar	\$ 91,690.58
County Treasurer, Lori Grams	\$ 78,760.75
County Recorder, Michael Moriarty	\$ 70,736.72
County Sheriff, Daniel Guida	\$ 98,000.00
County Attorney, Jim Ratz	\$123,676.45

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

Motion for a resolution by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members present voting yes to adopt resolution – 2019 Commissioners Salaries:

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2019 County Commissioner's salary at \$31,311.86. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

**2019-2020
TEAMSTERS
LICENSED
ESSENTIAL UNIT**

**2019-2020
TEAMSTERS
NON-LICENSED
ESSENTIAL UNIT**

**2019 NON-UNION
WAGES**

**2019 HEALTH
INSURANCE &
HSA RATES**

**RESOLUTION
20181211-087
2019 ELECTED
OFFICIALS
SALARIES**

**RESOLUTION
20181211-088
2019
COMMISSIONER
SALARIES**

AITKIN COUNTY BOARD

December 11, 2018

Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting yes to approve Separation Agreement between Jeannine Hill (Employee) and Aitkin County (Employer), as presented.

**SEPARATION
AGREEMENT**

The Board discussed: AMC Annual Conference, ECRL, McGregor Airport, MRC, Economic Development, NRAC, HHS Advisory, Facilities, Historical Society, Aitkin Airport, NCLUCB, Meet & Confer Mtg., and MHB/Soil & Water/BWSR Mtg.

**BOARD
DISCUSSION**

Motion by Commissioner Wedel seconded by Commissioner Pratt and carried, all members present voting yes to adjourn the meeting at 5:20 p.m. until Tuesday, December 18, 2018 at 9:00 a.m., at the Aitkin Public Library.

ADJOURN

Anne Marcotte, Board Chair
Aitkin County Board of Commissioners

Jessica Seibert, County Administrator

AITKIN COUNTY BOARD – BUDGET HEARING

December 11, 2018

<p>The Aitkin County Board of Commissioners met this 11th day of December, 2018 at 6:08 p.m. at Aitkin City Hall with the following members present: Board Chair Anne Marcotte, Commissioners J. Mark Wedel, Don Niemi, Bill Pratt, County Administrator Jessica Seibert, and Administrative Assistant Sue Bingham. Commissioner Laurie Westerlund was absent. The following Department Heads were also present: County Auditor Kirk Peysar, County Assessor Mike Dangers, County Attorney Jim Ratz, County Engineer John Welle, County Treasurer Lori Grams, Environmental Services Director Terry Neff, IT Director Steve Bennett, Health & Human Services Director Cynthia Bennett, and Land Commissioner Rich Courtemanche.</p>	<p>CALL TO ORDER</p>
<p>Anne Marcotte, Board Chair welcomed everyone, and gave a brief explanation of what to expect during the Budget Hearing.</p>	<p>BOARD CHAIR COMMENTS</p>
<p>County Assessor Mike Dangers offered to bring several residents back to his office at the Courthouse to discuss their valuations.</p>	<p>VALUATIONS</p>
<p>Jessica Seibert, County Administrator presented information on Aitkin County's 2019 proposed budget, including:</p> <ul style="list-style-type: none"> ➤ Understanding Property Tax Statements (Video) ➤ 2019 Budget & Levy ➤ Proposed Tax Statement ➤ Projected County Property Tax Statement ➤ Revenues & Expenditures ➤ Staffing ➤ Fund Balance 	<p>2019 BUDGET AND LEVY PRESENTATION</p>
<p>Denise Noling had questions about the new Government Center, Mark Miller had a question about valuation, Robert Weber had questions about valuation and the Sheriff's Department budget, and Dan Bobseen had a bonding question. Mark Miller and Robert Weber went to the County Assessor's Office for assistance with their valuation questions.</p>	<p>PUBLIC COMMENTS</p>
<p>Commissioner Wedel reminded everyone that the final levy will be set at the County Board meeting on December 18, 2018, and that the Board meeting will be held at the Aitkin Library at 9:00 a.m.</p>	<p>FINAL LEVY TO BE ADOPTED DECEMBER 18TH</p>
<p>Board Chair Anne Marcotte thanked everyone for their comments and for attending the Budget Hearing.</p>	<p>THANKS</p>
<p>Motion by Commissioner Wedel, seconded by Commissioner Pratt and carried, all members present voting to adjourn the meeting at 6:48 p.m.</p>	<p>ADJOURN</p>
<p>_____ Anne Marcotte, Board Chair Aitkin County Board of Commissioners</p> <p>_____ Jessica Seibert, County Administrator</p>	



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: 12/18/18

Title of Item: Electronic funds transfers

<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*

**provide copy of hearing notice that was published*

Submitted by: Lori Grams	Department: County Treasurer
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Presenter (Name and Title): N/A	Estimated Time Needed:
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Summary of Issue:
Electronic funds transfers thru 12/10/18

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve

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:*

ELECTRONIC FUNDS TRANSFERS

Thru December 10, 2018

Date	Amount	Reason
12/4/2018	\$63.20	Manual Abstract
12/7/2018	\$579,571.05	Payroll Abstract
12/7/2018	\$654.78	Auditor Warrants
12/7/2018	\$5,177.62	Auditor Warrants
12/10/2018	\$86.11	Commissioner Warrants
12/10/2018	\$5,013.47	Commissioner Warrants
12/10/2018	\$44,026.69	Manual Abstract

\$634,592.92



Board of County Commissioners Agenda Request

2E

Agenda Item #

Requested Meeting Date: 12-18-2018

Title of Item: Replace Oversize Scanner Printer (KIP)

<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: Mick Moriarty		Department: Recorder
Presenter (Name and Title): Mick Moriarty		Estimated Time Needed:
Summary of Issue: The Recorder's Office would like Board Approval to purchase of a replacement of the KIP oversized scanner/printer. The KIP 7170 is most similar to existing equipment. Please see the attached quote from Information Systems. Existing KIP is not compliant with IT security requirements (runs a form of Windows XP) and must be replaced or removed from County computer network. It was originally purchased May 2007 for \$17,556.29. There is promotional pricing available until Dec 27, 2018. Product would be delivered and invoiced in 2019. This purchase will be paid out of the Recorder Technology and Compliance Fund. No levy dollars would be used.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Authorize Recorder to purchase replacement KIP oversize printer/scanner.		
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? \$ 16,840.00 Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Part of 2019 Capital Improvement Plan. Paid for out of Recorder Technology and Compliance Fund. No Levy Dollars will be used for purchase.		



To: Michael Moriarty, Aitkin County Recorder
 Steve Bennet, Aitkin County IT

From: Wayne Altenbernd

Date: December 7, 2018

Subject: KIP Year End Promotional Pricing

KIP Year End Promotional Pricing Offer

Information Systems Corporation recommends Aitkin County consider the KIP product line for their large format scanning and printing needs.

Information Systems has installed KIP products in many Minnesota counties such as Aitkin, Cass, Clay, Crow Wing, Fillmore, Kandiyohi, Le Sueur, McLeod, Meeker, Mille Lacs, Morrison, Pine Sibley, Steele, Traverse, Wadena and Waseca.

KIP and ISC are offering year end promotional pricing for customers like Aitkin County that have existing KIP products that are obsolete and no longer supported by KIP.

- Orders must be received by Thursday, December 27
- Product will be delivered and invoiced in 2019

KIP 770 Multi-function Black & White System Promotional Pricing	Quantity	Standard Pricing	Promotional Pricing
KIP 770 Multi-function Black and White System	1	\$13,995.00	\$11,795.00
• 1 Roll Copy, Print and Color Scan System			
KIP PDF Format Printing Option	1	\$645.00	\$0.00
• Includes support for Postscript levels 1, 2 & 3, PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license			
KIP 770 Start-Up Toner for Installation - 2 x 200 gram cartridges	1	\$185.00	\$0.00
Annual Maintenance Agreement (optional)	1	<u>\$1,385.00</u>	<u>\$1,385.00</u>
Total for KIP 770 Multi-function Black & White System		\$16,210.00	\$13,180.00
KIP 7170 Multi-function Black & White System Promotional Pricing	Quantity	Standard Price	Promotional Pricing
KIP 7170 Multi-function Black and White System	1	\$17,600.00	\$14,995.00
• 2 Roll Copy, Print and Color Scan System			
KIP PDF Format Printing Option	1	\$795.00	\$0.00
• Includes support for Postscript levels 1, 2 & 3, PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license			
KIP 7170 Toner - 2 x 400 gram cartridges	1	\$245.00	\$0.00
Annual Maintenance Agreement (optional)	1	<u>\$1,845.00</u>	<u>\$1,845.00</u>
Total for KIP 7170 Multi-function Black & White System		\$20,485.00	\$16,840.00
KIP 860 Multi-function Color System Promotional Pricing	Quantity	Standard Pricing	Promotional Pricing
KIP 860 Multi-function Color System	1	\$29,800.00	\$26,195.00
• 2 Roll Multi-function Color Print System with Top Stacking			
KIP PDF Format Printing Option	1	\$800.00	\$0.00
• Includes support for Postscript levels 1, 2 & 3, PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license.			
KIP 860 Start-Up Toner for Installation	1	\$615.00	\$0.00
• Includes 1 x 1,000 gram cartridges each C, M, Y, K, and Waste Toner Receptacle			
Annual Maintenance Agreement (optional)	1	<u>\$2,995.00</u>	<u>\$2,995.00</u>
Total for KIP 860 Multi-function Color System		\$34,210.00	\$29,190.00



KIP 770 Multi-function Black & White System

- Color or Black & White Scanning
- Black & White Printing built-in
- Color print to supported plotter

The 770 contains the same advanced technologies found in all KIP multi-function systems. The consistent print speed and low cost of operation, compared to inkjet devices, make the KIP 770 the ideal solution for organizations requiring increased productivity and better bottom line results. The exceptional small footprint allows the KIP 770 to be placed in virtually any workspace, making it the perfect companion for decentralized work groups.

SYSTEM FEATURES

- 3 'D'/A1 size prints per minute
- 1 integrated media roll
- KIP System K Software Suite
- 600 x 1800 dpi resolution
- Integrated touchscreen
- PC & web based submission tools
- Advanced user management
- Low operational costs
- Energy saving technologies

KIP 770 MULTIFUNCTION SINGLE FOOTPRINT SYSTEM

3 'D' per min, 1 Roll System • Includes KIP System K Applications Suite

The KIP 770 is the highest value wide format Multi-Function system in the world. It sets new standards for professional quality at a breakthrough value/performance level. Its compact design provides front access to the 12" smart multi-touch display, auto roll paper loading, system operation & copy/print delivery.

KIP 770 Pricing	Quantity	Purchase Price
KIP 770 Multi-function Black & White System	1	\$13,995.00
<ul style="list-style-type: none"> • 1 Roll Copy, Print and Color Scan System 		
KIP PDF Format Printing Option	1	\$645.00
<ul style="list-style-type: none"> • Includes support for Postscript levels 1, 2 & 3, PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license 		
KIP 770 Start-Up Toner for Installation - 2 x 200 gram cartridges	1	\$185.00
Annual Maintenance Agreement	1	<u>\$1,385.00</u>
Total for KIP 770 Multi-function Black & White System		\$16,210.00

- Purchase Price includes delivery, installation, and training



KIP 7170 Multi-function Black & White System

- Color or Black & White Scanning
- Black & White Printing built-in
- Color print to supported plotter

The Cloud connected productivity of the KIP 7170 system is designed to satisfy the most demanding needs of the decentralized workforce. The KIP 7170 easily integrates into the daily workflow with a range of simple to use applications that allows users the flexibility to create, manage and distribute projects with confidence. The best in class rating and proven power of the KIP 7170 also make it the ideal solution to support the print, copy and scan demand in a centralized print environment.

SYSTEM FEATURES

- 4 or 6 D size prints per minute
- 240 or 360 prints per hour
- 1 or 2 integrated media rolls
- KIP System K 2.0 Software Suite
- 600 x 2400 dpi resolution
- Integrated touchscreen
- PC & web based submission tools
- Advanced user management
- Low operational costs
- Energy saving technologies

KIP 7170 MULTIFUNCTION SINGLE FOOTPRINT SYSTEM

4 'D' per min, 2 Roll System • Includes KIP System K Applications Suite

The KIP 7170 is the highest value wide format Multi-Function system in the world. It sets new standards for professional quality at a breakthrough value/performance level. Its compact design provides front access to the 12" smart multi-touch display, auto roll paper loading, system operation & copy/print delivery.

KIP 7170 Pricing	Quantity	Purchase Price
KIP 7170 Multi-function Black & White System	1	\$17,600.00
• 2 Roll Copy, Print and Color Scan System		
KIP PDF Format Printing Option	1	\$795.00
• Includes support for Postscript levels 1, 2 & 3, PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license		
KIP 7170 Toner - 2 x 400 gram cartridges	1	\$245.00
Annual Maintenance Agreement	1	<u>\$1,845.00</u>
Total for KIP 7170 Multi-function Black & White System		\$20,485.00

- Purchase Price includes delivery, installation, and training



KIP 860 Multi-function Color System



- Color and Black & White Scanning
- Color and Black & White Printing built-in

Experience exceptional workflow efficiency!

The KIP 860 is ideal for environments that require convenient multifunction productivity with a single footprint space-saving design. The KIP 860 color print system provides extraordinary print quality and performance for both color and black & white wide format printing of technical and business graphics. All system features and functions are at your fingertips using the intuitive touchscreen navigation that automates copy, scan and print functions for single touch productivity.

System Features

- 2 Roll Multi-function System with Integrated Scanner
- 12" System K Touchscreen
- Standard Front Stacking
- KIP System K Print Management Suite
- Integrated USB Port for External Drives
- Automatic Roll Trimming
- Windows and AutoCAD Drivers
- Extended Print Lengths for Maximum Productivity
- Color Copy and Scan
- Media Load Assist
- Optional Rear Stacking or KIPFold
- Optional PDF Printing

Explore the new KIP 800 Color Series. Offering the same compact design and function as the KIP 70 Series, now with color. The KIP 800 Color Series saves serious time and money – making ultra-high quality wide format printing more cost effective than ever before. Printing is faster. Operation is simpler. Finishing is automatic. Reliability keeps you up and running. Image quality will keep your customers coming back for more.

- Color and Black & White Print Production
- Integrated Folding, Finishing & Stacking Systems
- Quick Switch Technology
- Production at Remarkable Print & Scan Speeds
- Automatic Image Calibration for Precise Color Output
- Technical Document and Display Graphic Creation
- Large Capacity Toner Cartridges for Continuous Print Runs and Productivity

KIP 860 Pricing	Quantity	Purchase Price
KIP 860 Multi-function Color System	1	\$29,800.00
<ul style="list-style-type: none"> • 2 Roll Multi-function Color Print System with Top Stacking 		
KIP PDF Format Printing Option	1	\$800.00
<ul style="list-style-type: none"> • Includes support for Postscript levels 1, 2 & 3, PDF 1.7, sets printing, collation, multi-page support, image sizing & scaling, recall, viewing, file conversion & unlimited site license. 		
KIP 860 Start-Up Toner for Installation	1	\$615.00
<ul style="list-style-type: none"> • Includes 1 x 1,000 gram cartridges each C, M, Y, K, and Waste Toner Receptacle 		
Annual Maintenance Agreement	1	<u>\$2,995.00</u>
Total for KIP 860 Multi-function Color System		\$34,210.00

- Purchase Price includes delivery, installation, and training



Board of County Commissioners Agenda Request

2F
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: On, Off & Sunday Liquor Licenses for 2019

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: <p style="text-align: center;">Applications for County On, Off & Sunday Liquor Licenses for 2019</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt resolution to approve Liquor Licenses		
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 checked="" type="checkbox"/> No <i>Please Explain:</i>		

By Commissioner: xx

20181218-0xx

2019 Liquor Licenses

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2019 thru December 31, 2019:

“ON”, “OFF” and “SUNDAY” Sale:

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township

This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township

This establishment has an address of 51866 224th Place, McGregor, MN 55760

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township

This establishment has an address of 20534 487th Street, McGregor, MN 55760

Corner Club LLC, d/b/a **Corner Club** – Macville Township

This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township

This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Sheryl Marie Ruhnke, d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

“OFF” Sale:

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township

This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township

This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Aitkin, MN 56431

“CLUB” “ON” & “SUNDAY” Sale:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township
This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

“ON” Sale – WINE:

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

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

26
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Year-End Matters

<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) <small><i>*provide copy of hearing notice that was published</i></small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Staff requests Board authorization to allow the County Administrator to approve miscellaneous year-end matters. This may include trailing liquor licenses, manual warrants and other miscellaneous items.

These items will be presented to the Board at the first meeting in January for acknowledgement.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Authorize the County Administrator to approve miscellaneous year-end matters.

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:*



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Application to repurchase tax-forfeited property

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

Submitted by: Rich Courtemanche	Department: Land Department
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Presenter (Name and Title): Rich Courtemanche - Land Commissioner	Estimated Time Needed: n/a
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Summary of Issue:

S 282.241 allows application to repurchase tax-forfeited property by the former owner.

Richard B. Wetherell, owner at the time of forfeiture, have submitted a letter of application to repurchase the following tax forfeited land:

56-0-0156500, The Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼), Section Twenty-five (25), Township forty-seven (47), Range Twenty-seven (27).

and

has submitted the fee of \$8,055.15

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve the repurchase of parcel 56-0-015600

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:*

By Commissioner: xx

20181218-0xx

Repurchase Application - Wetherell

WHEREAS, Richard B. Wetherell, the owner at the time of forfeiture, has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

All that portion of the Northeast Quarter of the Southwest Quarter (NE ¼ of SW ¼), Section Twenty-five (25), Township forty-seven (47), Range Twenty-seven (27).

and WHEREAS, said applicant has set forth in his application that:

- a. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:
I sold property to a young couple on a contract for deed. As part of the agreement they were to keep taxes up to date. They were not. I am now 75 years old and do not have any income to support the taxes. I am not employed. Living on Social Security.
- b. The repurchase of said land by me will promote and best serve the public interest, because:
I have a agreement in place that will get the back taxes paid and a opportunity to get equity out of it and sell to a owner who will keep the taxes up to date.

and WHEREAS, this board is of the opinion that said application should be granted for such reasons.

NOW, THEREFORE BE IT RESOLVED, that the application of Richard B. Wetherell for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

To the Honorable Board of County Commissioners of
Aitkin County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs Richard B. Wetherell, at the time of forfeiture of the parcel of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit:

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

I sold property to a young couple on a contract for deed. As part of the agreement they were to keep taxes up to date. they were not. I am now 75 years old and do not have the income to support the taxes. I am not employed. Living on Social Security.

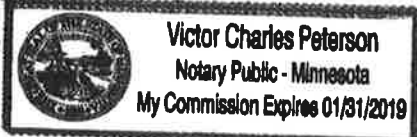
(b) That the repurchase of said land by me will promote and best serve the public interest, because

I have a agreement in place that will get the back taxes paid and a opportunity to get equity out of it and sell to a owner who will keep the taxes up to date.

Richard B. Wetherell
Owner-Mortgagee-Heir-Representative of Heirs

State of Minnesota
County of Crow Wing

The foregoing instrument was acknowledged before me this 5th day of December, 2018, by

Notarial Seal

Victor Charles Peterson
Notary Public - Minnesota
My Commission Expires 01/31/2019

[Signature]
Signature of person taking acknowledgement

Richard Wetherell
 December 5, 2018
 56-0-0156500

Interest calc January 31, 2019

	<u>Year</u>	<u>Tax</u>	<u>Cost</u>	<u>Interest</u>	<u>Penalty</u>	<u>Total</u>
	2012	\$ -	\$ -	\$ -	\$ -	\$ -
	2013	\$ -	\$ -	\$ -	\$ -	\$ -
	2014	\$ 576.00	\$ 20.00	\$ 276.29	\$ 80.64	\$ 952.93
	2015	\$ 1,150.00		\$ 404.22	\$ 161.00	\$ 1,715.22
	2016	\$ 1,228.00		\$ 291.65	\$ 171.92	\$ 1,691.57
	2017	\$ 1,302.00		\$ 160.80	\$ 182.28	\$ 1,645.08
	2018	\$ 1,360.00		\$ 12.92	\$ 190.40	\$ 1,563.32
	2019	\$ 1,362.00		\$ -	\$ -	\$ 1,362.00
Total:		\$ 6,978.00	\$ 20.00	\$ 1,145.88	\$ 786.24	\$ 8,930.12

removed
 because
 paying before
 2019

Total:	8930.12
St Deed Tax	29.47
Forf Proc Cost	100.00
Sheriff Cost	40.00
Deed	25.00
Land Dept Cost	200.00
Rec Fee	46.00
Crt Letter Fee-Auditor	6.56
Crt Letter Fee-Land	0.00
<u>Insurance</u>	<u>40.00</u>
Total:	9,417.15

\$8,055.15



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Temp On-Sale Liquor License

<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>
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Submitted by: Sally M. Huhta	Department: Auditor's
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Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:

Please approve the following Temporary On-Sale Liquor License for December 29, 2018.

ON Sale:
 Nick Huisinga, d/b/a Cuyuna Brewing Company – Shamrock Township (Open house at Willey's Marine, 46054 State Hwy. 65, McGregor, MN 55760)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve

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:*



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Polling Place Designation

<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) <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: Kirk Peysar		Department: Auditor
Presenter (Name and Title): Kirk Peysar		Estimated Time Needed: n/a
Summary of Issue: Designation of the 2019 polling places for the unorganized townships. Polling places are now required to be designated annually, the County Board as custodian of the unorganized townships acts as the town board for the designation.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve by motion to designate polling places		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> The result of new legislation (2016).		

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

Designating Annual Polling Places

WHEREAS, it is important that citizens exercise their right to vote at their polling place; and

WHEREAS, Minnesota Statute 204B.16 requires the designation of local polling places for elections annually.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners, acting on behalf of the unorganized townships in Aitkin County designate its polling places as follows:

Precinct:	Location:
NE Unorganized Towns (51-22, 52-22, and 52-24)	Jacobson Fire Hall 68368 198 th Ave
Unorganized Township 45-24	White Pine Town Hall 22020 210 th Ave
Unorganized Township 47-24	Jevne Town Hall 43512 247 th PI
Unorganized Township 48-27	Mille Lacs Energy Coop 36559 US Hwy 169
Unorganized Township 51-27	Macville Town Hall 38946 605 th St
NW Aitkin Unorganized Precinct 1 (52-25 & 52-27)	Hill City Community Room 125 E Lake Ave
NW Aitkin Unorganized Precinct 2 (49-27, 50-27, 50-26, 50-25, & 51-25)	Waukenabo Town Hall 36797 Grove Str

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230		105.00	Synopsis 10/23/18	650772	Printing, Publishing & Adv
86222	Aitkin Independent Age		105.00	1 Transactions		
248	Association of Mn Counties 01-001-000-0000-6241		105.00	AMC District Meeting	51432	Registration Fee
248	Association of Mn Counties		105.00	1 Transactions		
10452	AT&T Mobility 01-001-000-0000-6250		65.96	Monthly Cell	04858263	Telephone
10452	AT&T Mobility		65.96	1 Transactions		
1	DEPT Total:		275.96	Commissioners	3 Vendors	3 Transactions
12	DEPT			Court Administration		
11634	Gammello & Pearson PLLC 01-012-000-0000-6232		300.00	Attorney fees 01-JV-18-522	65636	Attorney Services
	01-012-000-0000-6232		32.70	Attorney Expenses 01-JV-18-522	65636	Attorney Services
11634	Gammello & Pearson PLLC		332.70	2 Transactions		
14654	Jones and Magnus, Attorneys at Law 01-012-000-0000-6232		3,341.25	Attorney fees	01-PR-17-186	Attorney Services
	01-012-000-0000-6232		616.69	Attorney fees	01-PR-17-186	Attorney Services
14654	Jones and Magnus, Attorneys at Law		3,957.94	2 Transactions		
2810	Larson/Shari S 01-012-000-0000-6232		3,407.38	November Attorney fees		Attorney Services
	01-012-000-0000-6232		344.78	November Attorney expenses		Attorney Services
2810	Larson/Shari S		3,752.16	2 Transactions		
12	DEPT Total:		8,042.80	Court Administration	3 Vendors	6 Transactions
40	DEPT			Auditor		
3195	MCCC, MI 33 01-040-000-0000-6241		5,220.00	IFS Support	2Y1801005	Registration Fee
3195	MCCC, MI 33		5,220.00	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3267	Peysar/Kirk 01-040-000-0000-6241		Maco Conference 2019		Registration Fee
3267	Peysar/Kirk			1 Transactions	
86235	The Office Shop Inc 01-040-021-0000-6405		Calendars/Envelopes	301972-0	Office & Computer Supplies
	01-040-000-0000-6405		Copier Maint Contract	302025-0	Office & Computer Supplies
86235	The Office Shop Inc			2 Transactions	
40	DEPT Total:	6,219.50	Auditor	3 Vendors	4 Transactions
42	DEPT		Treasurer		
4173	Grams/Lori 01-042-000-0000-6241		MACO Conference Fee		Registration Fee
4173	Grams/Lori			1 Transactions	
12088	Official Payments Corporation 01-042-000-0000-5524		Property tax elec payment fees	1000000837	Handling Fee (Nfs Check)
12088	Official Payments Corporation			1 Transactions	
86235	The Office Shop Inc 01-042-000-0000-6405		Planners, labels	1055462-0	Office & Computer Supplies
86235	The Office Shop Inc			1 Transactions	
42	DEPT Total:	333.94	Treasurer	3 Vendors	3 Transactions
43	DEPT		Assessor		
783	Canon Financial Services, Inc 01-043-000-0000-6231		Copier Contract 033	19399329	Services, Labor, Contracts
783	Canon Financial Services, Inc			1 Transactions	
86235	The Office Shop Inc 01-043-000-0000-6405		Copy Contract	302110-0	Office, Film & Computer Supplies
86235	The Office Shop Inc			1 Transactions	
43	DEPT Total:	523.42	Assessor	2 Vendors	2 Transactions
49	DEPT		Information Technologies		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10452	AT&T Mobility 01-049-000-0000-6231		18.04	IPAD Data	2185139345	Programming, Services, Contracts
10452	AT&T Mobility		18.04	1 Transactions		
5398	CDW Government, Inc 01-049-000-0000-6231		3,715.00	Bitdefender Renewal	PXF8968	Programming, Services, Contracts
5398	CDW Government, Inc		3,715.00	1 Transactions		
10820	Prodata 01-049-000-0000-6231		540.00	DBU Maint	506760	Programming, Services, Contracts
10820	Prodata		540.00	1 Transactions		
6097	Verizon Wireless 01-049-000-0000-6231		35.01	Monthly renewal	38669511000002	Programming, Services, Contracts
6097	Verizon Wireless		35.01	1 Transactions		
49	DEPT Total:		4,308.05	Information Technologies	4 Vendors	4 Transactions
52	DEPT			Administration		
10452	AT&T Mobility 01-052-000-0000-6250		112.79	Monthly Cell	04858263	Telephone
10452	AT&T Mobility		112.79	1 Transactions		
10835	Governmentjobs.Com 01-052-000-0000-6231		6,123.39	12 Month Neo Gov license	26253	Services, Labor, Contracts
10835	Governmentjobs.Com		6,123.39	1 Transactions		
86235	The Office Shop Inc 01-052-000-0000-6405		59.08	Pre-inked stamp	1055038-0	Office & Computer Supplies
86235	The Office Shop Inc		59.08	1 Transactions		
52	DEPT Total:		6,295.26	Administration	3 Vendors	3 Transactions
60	DEPT			Elections		
11051	Department of Human Services 01-060-000-0000-6231		101.48	Mailing Service	A300IC011871	Services, Labor, Contracts
11051	Department of Human Services		101.48	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
11372	DS Solutions, Inc. 01-060-000-0000-6406	1,306.80	Online Election Judge Training	12119	Ballots & Programming
11372	DS Solutions, Inc.	1,306.80	1 Transactions		
3267	Peysar/Kirk 01-060-000-0000-6205	24.70	Postage - abstracts to OSS		Postage
3267	Peysar/Kirk	24.70	1 Transactions		
13129	SeaChange 01-060-000-0000-6406	468.81	Ballot printing	31167	Ballots & Programming
13129	SeaChange	468.81	1 Transactions		
60	DEPT Total:	1,901.79	Elections	4 Vendors	4 Transactions
90	DEPT		Attorney		
783	Canon Financial Services, Inc 01-090-000-0000-6405	359.91	Copier Contract	19416045	Office & Computer Supplies
783	Canon Financial Services, Inc	359.91	1 Transactions		
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234	75.00	Subpoena	6463	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office	75.00	1 Transactions		
10984	Crow Wing County Judicial Center 01-090-000-0000-6233	38.50	Transcript 01cr171056,171254	MJM-076	Court Reporter Services
10984	Crow Wing County Judicial Center	38.50	1 Transactions		
89541	Culligan 01-090-000-0000-6213	59.20	Monthly water	150x01006600	Drug & Forfeiture Ms387.213
	01-090-000-0000-6213	11.70	Water Deliver	ADJ00098434226	Drug & Forfeiture Ms387.213
89541	Culligan	70.90	2 Transactions		
2390	Itasca Co Sheriff 01-090-000-0000-6234	75.00	Subpoena 01cr18488	201803193	Co Sheriff Services
2390	Itasca Co Sheriff	75.00	1 Transactions		
9493	Mn Paralegal Association 01-090-000-0000-6240	95.00	Member Renewal	1820	Dues & Registration Fee

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9493	Mn Paralegal Association		95.00	1 Transactions		
3520	NDA 01-090-000-0000-6240		105.00	NDA 2019 Member Dues	127583	Dues & Registration Fee
3520	NDA		105.00	1 Transactions		
11176	Schiferl/Natalie 01-090-000-0000-6330		129.71	MCAPS Meeting	238@.545	Transportation & Travel & Parking
11176	Schiferl/Natalie		129.71	1 Transactions		
10879	Shred-It 01-090-000-0000-6231		173.25	On Site Reg Service	8125874179	Services, Labor, Contracts
10879	Shred-It		173.25	1 Transactions		
3578	Skaj/Karen 01-090-000-0000-6233		35.00	Transcript 01cr171056	2018-13	Court Reporter Services
3578	Skaj/Karen		35.00	1 Transactions		
86235	The Office Shop Inc 01-090-000-0000-6405		29.44	Air purifier filter	1054027-1	Office & Computer Supplies
	01-090-000-0000-6405		42.58	Batteries	1054687-0	Office & Computer Supplies
	01-090-000-0000-6231		200.00	SVC Performance Guarrant	302188	Services, Labor, Contracts
86235	The Office Shop Inc		272.02	3 Transactions		
5173	Thomson Reuters-West Publishing 01-090-000-0000-6239		1,477.46	West Information charges	839168808	Computer Research
	01-090-000-0000-6239		320.32	Library Plan Charges	839271213	Computer Research
5173	Thomson Reuters-West Publishing		1,797.78	2 Transactions		
90	DEPT Total:		3,227.07	Attorney	12 Vendors	16 Transactions
100	DEPT			Recorder		
2386	Information Systems Corp 01-100-195-0000-6231		495.00	Scanner Maint Agreement	10062	Services, Labor, Contracts-Land Records
	01-100-196-0000-6231		495.00	Scanner Maint Agreement	10062	Services, Labor, Contracts-Recorder's
2386	Information Systems Corp		990.00	2 Transactions		
14814	Snyder / Tara 01-100-000-0000-6241		5.00	Parking Reimbursement		Registration Fee

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
14814	Snyder / Tara		5.00		1 Transactions	
14749	US Imaging, Inc					
	01-100-195-0000-6231		13,676.93	Scanning/imaging	12358	Services, Labor, Contracts-Land Records
	01-100-196-0000-6231		13,676.93	Scanning/imaging	12358	Services, Labor, Contracts-Recorder's
14749	US Imaging, Inc		27,353.86		2 Transactions	
100	DEPT Total:		28,348.86	Recorder	3 Vendors	5 Transactions
110	DEPT			Courthouse Maintenance		
10452	AT&T Mobility					
	01-110-000-0000-6250		65.56	Monthly Cell	04858263	Phone
10452	AT&T Mobility		65.56		1 Transactions	
88628	Dalco					
	01-110-000-0000-6422		229.55	towels/toiler paper/mop handle	3391990	Janitorial Supplies
88628	Dalco		229.55		1 Transactions	
2340	Hyytinen Hardware Hank					
	01-110-000-0000-6422		14.98	Vaccum bags / Wall Clock	Court House	Janitorial Supplies
2340	Hyytinen Hardware Hank		14.98		1 Transactions	
89765	Minnesota Elevator, Inc					
	01-110-000-0000-6231		172.27	December Monthly Service	778684	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		172.27		1 Transactions	
3950	Public Utilities					
	01-110-000-0000-6254		158.23	CH Building Coordinator	0200050109016	Utilities & Heating
	01-110-000-0000-6254		174.70	Glarco	0200050186004	Utilities & Heating
	01-110-000-0000-6254		30.10	Old County Garage	0200050202003	Utilities & Heating
	01-110-000-0000-6254		1,811.89	Courthouse	0300000509007	Utilities & Heating
	01-110-000-0000-6254		349.80	LA Tool Building	0300050188007	Utilities & Heating
3950	Public Utilities		2,524.72		5 Transactions	
4070	Riley Auto Supply					
	01-110-000-0000-6422		166.00	1000 CCA Battery	603818	Janitorial Supplies
4070	Riley Auto Supply		166.00		1 Transactions	
4399	Sell Hardware Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<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>
01-110-000-0000-6231		37.36	Keys-Court Admin	3014169 Services, Labor, Contracts
4399 Sell Hardware Inc		37.36	1 Transactions	
110 DEPT Total:		3,210.44	Courthouse Maintenance	7 Vendors 11 Transactions
120 DEPT			Service Officer	
10452 AT&T Mobility				
01-120-000-0000-6250		124.49	Wireless	287270539560 Telephone
10452 AT&T Mobility		124.49	1 Transactions	
10981 Bakken/Glen A.J.				
01-120-000-0000-6350		100.00	vet van	Per Diem
10981 Bakken/Glen A.J.		100.00	1 Transactions	
2448 Janzen/Carroll Mark				
01-120-000-0000-6350		100.00	vet van	Per Diem
2448 Janzen/Carroll Mark		100.00	1 Transactions	
14508 Janzen/Hugh				
01-120-000-0000-6350		50.00	vet van	Per Diem
14508 Janzen/Hugh		50.00	1 Transactions	
3093 Jones/Stanley Carter				
01-120-000-0000-6350		50.00	vet van	Per Diem
3093 Jones/Stanley Carter		50.00	1 Transactions	
10234 Miller/Conrad				
01-120-000-0000-6350		50.00	vet van	Per Diem
10234 Miller/Conrad		50.00	1 Transactions	
10677 Olsen/Gerald D				
01-120-000-0000-6350		50.00	vet van	Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions	
3912 Peterson/Richard				
01-120-000-0000-6350		50.00	vet van	Per Diem
3912 Peterson/Richard		50.00	1 Transactions	
6097 Verizon Wireless				

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6097	Verizon Wireless 01-120-000-0000-6250		13.17	Vet van cell phone	88069036400001	Telephone
			13.17	1 Transactions		
11970	Wikelius/Charles 01-120-000-0000-6350		50.00	vet van		Per Diem
11970	Wikelius/Charles		50.00	1 Transactions		
5960	Wilmo/Wesley S. 01-120-000-0000-6350		50.00	vet van		Per Diem
5960	Wilmo/Wesley S.		50.00	1 Transactions		
120	DEPT Total:		687.66	Service Officer	11 Vendors	11 Transactions
122	DEPT			Planning & Zoning		
86222	Aitkin Independent Age 01-122-000-0000-6230		115.50	Notice of Hearing 12/5, 12/17	650773	Printing, Publishing & Adv
86222	Aitkin Independent Age		115.50	1 Transactions		
783	Canon Financial Services, Inc 01-122-000-0000-6231		248.73	Copier Contract 029	19399327	Services, Labor, Contracts, Programming
783	Canon Financial Services, Inc		248.73	1 Transactions		
14832	Kulifaj / Stephen 01-122-000-0000-6350		70.00	PC Onsites		Per Diem
	01-122-000-0000-6350		50.00	PC Meeting	11/19/18	Per Diem
	01-122-038-0000-6330		86.11	PC Mileage	158@.545	Boa/Pc Mileage
14832	Kulifaj / Stephen		206.11	3 Transactions		
11990	Lange/David 01-122-000-0000-6350		60.00	PC Onsites		Per Diem
	01-122-000-0000-6350		50.00	PC Meeting	11/19/18	Per Diem
	01-122-038-0000-6330		130.26	PC Mileage	239@.545	Boa/Pc Mileage
11990	Lange/David		240.26	3 Transactions		
13424	Sonnee/Dennise J 01-122-000-0000-6350		60.00	PC On Sites		Per Diem
	01-122-000-0000-6350		50.00	PC Meeting	11/19/18	Per Diem
	01-122-038-0000-6330		98.10	PC Mileage	180@.545	Boa/Pc Mileage

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
13424	Sonnee/Dennise J		208.10		3 Transactions	
86235	The Office Shop Inc 01-122-000-0000-6405 01-122-000-0000-6405		58.76 5.99	Office Supplies Line Cord`	1055029-0 301957-0	Office, Computer, Film, & Field Supplies Office, Computer, Film, & Field Supplies
86235	The Office Shop Inc		64.75		2 Transactions	
10930	Tidholm Productions 01-122-000-0000-6405		87.40	Decision/Variance forms	02637817	Office, Computer, Film, & Field Supplies
10930	Tidholm Productions		87.40		1 Transactions	
6097	Verizon Wireless 01-122-000-0000-6250		38.67	Monthly cellular	380690138	Telephone
6097	Verizon Wireless		38.67		1 Transactions	
10895	Westerlund/Laurie Ann 01-122-038-0000-6330		22.89	PC Mileage	42@.545	Boa/Pc Mileage
10895	Westerlund/Laurie Ann		22.89		1 Transactions	
122	DEPT Total:		1,232.41	Planning & Zoning	9 Vendors	16 Transactions
200	DEPT			Enforcement		
10452	AT&T Mobility 01-200-000-0000-6250		964.16	cells and squad pc's	287258495419	Telephone
10452	AT&T Mobility		964.16		1 Transactions	
14568	Axon Enterprise, Inc 01-200-000-0000-6409		995.00	taser cartridges, training car	SI-1560906	Deputy Supplies
14568	Axon Enterprise, Inc		995.00		1 Transactions	
13325	Bruggman/Paul 01-200-040-0000-6304		652.00	November TZD		TZD Grant Expenses
13325	Bruggman/Paul		652.00		1 Transactions	
2375	Intoximeters Inc 01-200-000-0000-6231		152.50	repair #202 PBT	612764	Services & Labor (Incl Contracts)
2375	Intoximeters Inc		152.50		1 Transactions	
5756	KEEPRS, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-200-000-0000-6410		123.98	#202 uniform shirt	387698-02 Clothing Allowance
01-200-000-0000-6410		124.28	#204 uniform shirt	387698-03 Clothing Allowance
5756 KEEPRS, Inc		248.26	2 Transactions	
4490 McGregor Veterinary Clinic				
01-200-000-0000-6231		200.00	Scarlett 18-2052	57574 Services & Labor (Incl Contracts)
4490 McGregor Veterinary Clinic		200.00	1 Transactions	
12110 Revelin Vehicle Solutions, LLC				
01-200-000-0000-6302		2,400.00	outfit new #217 Explorer	205 Car Maintenance
12110 Revelin Vehicle Solutions, LLC		2,400.00	1 Transactions	
4681 Streichers				
01-200-000-0000-6410		84.00	#204 APEX2 carrier	11340465 Clothing Allowance
4681 Streichers		84.00	1 Transactions	
86235 The Office Shop Inc				
01-200-000-0000-6405		197.70	office supplies	1055395-0 Office Supplies
01-200-000-0000-6405		10.04	wall calendar	1055395-1 Office Supplies
01-200-000-0000-6405		1.90	glue stick	1055452-0 Office Supplies
01-200-000-0000-6405		0.95	glue stick	1055452-1 Office Supplies
01-200-000-0000-6405		12.27-	return glue stick packs	C1055395-0 Office Supplies
86235 The Office Shop Inc		198.32	5 Transactions	
13934 Tire Barn				
01-200-000-0000-6302		122.63	oil change, rotate tires, wipe	45703 Car Maintenance
13934 Tire Barn		122.63	1 Transactions	
9642 WEX BANK				
01-200-000-0000-6511		4,699.29	gas	11-15-18 Gas And Oil
9642 WEX BANK		4,699.29	1 Transactions	
13848 WYATT'S TOWING				
01-200-000-0000-6359		221.00	18-3369 forfeiture	11-29-18 Wrecker Service
13848 WYATT'S TOWING		221.00	1 Transactions	
200 DEPT Total:		10,937.16	Enforcement	12 Vendors 17 Transactions
202 DEPT			Boat & Water	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3950	Public Utilities					
	01-202-000-0000-6254		24.49	Boat & Water	0200063119006	Utilities
3950	Public Utilities		24.49		1 Transactions	
202	DEPT Total:		24.49	Boat & Water	1 Vendors	1 Transactions
204	DEPT			ATV		
10452	AT&T Mobility					
	01-204-000-0000-6250		48.92	cell phone & squad pc	287258495419	Telephone
10452	AT&T Mobility		48.92		1 Transactions	
9642	WEX BANK					
	01-204-000-0000-6511		424.21	ATV gas	11-15-18	Gas And Oil
9642	WEX BANK		424.21		1 Transactions	
204	DEPT Total:		473.13	ATV	2 Vendors	2 Transactions
206	DEPT			Forfeitures		
90510	4 Imprint, Inc.					
	01-206-000-0000-6409		689.80	2,500 drug free pens	6877558	Forfeiture Supplies
90510	4 Imprint, Inc.		689.80		1 Transactions	
86359	Aitkin Co Attorney					
	01-206-000-0000-6409		14.60	18-0333 compl forfeiture		Forfeiture Supplies
	01-206-000-0000-6409		4.50	18-1739 compl forfeiture		Forfeiture Supplies
	01-206-000-0000-6409		37.88	18-1552 compl forfeiture		Forfeiture Supplies
	01-206-000-0000-6409		21.75	18-2108 compl forfeiture		Forfeiture Supplies
	01-206-000-0000-6409		9.38	18-0771 compl forfeiture		Forfeiture Supplies
	01-206-000-0000-6409		74.13	17-3415 compl forfeiture		Forfeiture Supplies
	01-206-000-0000-6409		369.45	17-1533 compl forfeiture		Forfeiture Supplies
86359	Aitkin Co Attorney		531.69		7 Transactions	
117	Aitkin County Sheriff					
	01-206-000-0000-6409		43.50	title forfeited vehicles	18-2339,182229	Forfeiture Supplies
117	Aitkin County Sheriff		43.50		1 Transactions	
9429	State Treasurer's Office General Acct.					
	01-206-000-0000-6409		7.30	18-0333 compl forfeiture		Forfeiture Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-206-000-0000-6409		2.25	18-1739 compl forfeiture	Forfeiture Supplies
01-206-000-0000-6409		37.06	17-3415 compl forfeiture	Forfeiture Supplies
01-206-000-0000-6409		184.72	17-1533 compl forfeiture	Forfeiture Supplies
9429 State Treasurer's Office General Acct.		231.33	4 Transactions	
206 DEPT Total:		1,496.32	Forfeitures	4 Vendors 13 Transactions
252 DEPT			Corrections	
14005 American Tower Corporation				
01-252-000-0000-6231		346.06	Jacobson tower	405665577 Services & Labor (Incl Contracts)
14005 American Tower Corporation		346.06	1 Transactions	
10452 AT&T Mobility				
01-252-000-0000-6250		45.80	cell phones	287258495419 Telephone
10452 AT&T Mobility		45.80	1 Transactions	
14568 Axon Enterprise, Inc				
01-252-000-0000-6409		995.00	taser cartridges, training car	SI-1560906 Jail Supplies
14568 Axon Enterprise, Inc		995.00	1 Transactions	
783 Canon Financial Services, Inc				
01-252-000-0000-6231		96.07	dispatch copier lease	19399326 Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		96.07	1 Transactions	
163 Charter Communications				
01-252-252-0000-6405		184.56	inmate cable	11-18-18 Prisoner Welfare
163 Charter Communications		184.56	1 Transactions	
88628 Dalco				
01-252-000-0000-6422		556.03	janitorial supplies	3391992 Janitorial Supplies
88628 Dalco		556.03	1 Transactions	
5557 Eddy/Nancy				
01-252-003-0000-6240		86.35	Serv Safe Manager Book	Dues/Assoc Fees
5557 Eddy/Nancy		86.35	1 Transactions	
1775 Galls LLC				
01-252-000-0000-6410		215.52	uniform shirt Desiree	011369697 Clothing Allowance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1775	Galls LLC		215.52		1 Transactions	
2186	Hillyard Inc - Kansas City 01-252-000-0000-6422		1,692.92	janitorial supplies	603216778	Janitorial Supplies
	01-252-000-0000-6422		7.98	mop	603221772	Janitorial Supplies
2186	Hillyard Inc - Kansas City		1,700.90		2 Transactions	
7525	Hometown Bldg Supply 01-252-000-0000-6590		57.15	wood for jail library shelves	18925	Repair & Maintenance Supplies
	01-252-000-0000-6590		51.26	wood for jail library shelves	18939	Repair & Maintenance Supplies
7525	Hometown Bldg Supply		108.41		2 Transactions	
5503	Keefe Supply Company 01-252-252-0000-6405		43.20	commissary supplies	1067860	Prisoner Welfare
5503	Keefe Supply Company		43.20		1 Transactions	
5892	McGregor Printing & Graphics, Inc 01-252-000-0000-6230		79.00	Phil Martin business cards	194896	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc		79.00		1 Transactions	
13691	MEnD Correctional Care, PLLC 01-252-000-0000-6262		7,371.06	Dec 2018 healthcare	3624	Medical Expenses & Supplies - Inmates
13691	MEnD Correctional Care, PLLC		7,371.06		1 Transactions	
89765	Minnesota Elevator, Inc 01-252-000-0000-6231		172.27	December service	778590	Services & Labor (Incl Contracts)
89765	Minnesota Elevator, Inc		172.27		1 Transactions	
3712	Office Depot 01-252-000-0000-6405		207.18	booking, post 2 toners	228864924001	Office & Computer Supplies
	01-252-000-0000-6405		376.36	toner	238257758001	Office & Computer Supplies
3712	Office Depot		583.54		2 Transactions	
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		156.30	groceries	10002418319028	Groceries
	01-252-000-0000-6418		214.26	groceries	10002418325025	Groceries
	01-252-000-0000-6418		222.32	groceries	10002418333030	Groceries
	01-252-000-0000-6418		13.85-	return groceries	10002418333303	Groceries

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3789	Pan-O-Gold Baking Company		579.03		4 Transactions	
3950	Public Utilities					
	01-252-000-0000-6254		69.10	Sheriff Emerg. Storage	0200000507004	Utilities & Heating
	01-252-000-0000-6254		4,922.23	New Jail 2	0300000511002	Utilities & Heating
	01-252-000-0000-6254		1,257.18	New Jail	0300000512016	Utilities & Heating
3950	Public Utilities		6,248.51		3 Transactions	
11538	RCB Collections Range Credit Bureau Inc					
	01-252-000-0000-6231		15.13	employment backgrounds	11-09-18	Services & Labor (Incl Contracts)
11538	RCB Collections Range Credit Bureau Inc		15.13		1 Transactions	
9295	Reinhart Foodservice					
	01-252-000-0000-6418		1,632.40	groceries	513786	Groceries
	01-252-000-0000-6418		1,698.76	groceries	525486	Groceries
	01-252-000-0000-6418		27.57	groceries	525621	Groceries
	01-252-000-0000-6418		34.36-	return groceries	526545	Groceries
	01-252-000-0000-6418		1,402.16	groceries	532950	Groceries
	01-252-000-0000-6418		517.21	groceries	532962	Groceries
	01-252-000-0000-6418		17.33	groceries	533858	Groceries
	01-252-000-0000-6418		45.54	groceries	533908	Groceries
	01-252-000-0000-6418		28.57-	return groceries	535681	Groceries
9295	Reinhart Foodservice		5,278.04		9 Transactions	
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406		500.00	phone cards	D-22241	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		500.00		1 Transactions	
4070	Riley Auto Supply					
	01-252-000-0000-6590		45.98	air filter belts	603409	Repair & Maintenance Supplies
4070	Riley Auto Supply		45.98		1 Transactions	
3200	Star Tribune					
	01-252-252-0000-6405		947.44	Mon-Sun 52 weeks	2155653	Prisoner Welfare
3200	Star Tribune		947.44		1 Transactions	
86235	The Office Shop Inc					
	01-252-000-0000-6405		197.69	offie supplies	1055395-0	Office & Computer Supplies

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86235	The Office Shop Inc		197.69		1 Transactions	
9642	WEX BANK 01-252-000-0000-6330		427.10	transport gas	11-15-18	Prisoner Transportation & Travel
9642	WEX BANK		427.10		1 Transactions	
5295	Ziegler Inc 01-252-000-0000-6231		478.89	Cat G25 Level 2 Insp	SW050308248	Services & Labor (Incl Contracts)
5295	Ziegler Inc		478.89		1 Transactions	
252	DEPT Total:		27,301.58	Corrections	25 Vendors	41 Transactions
253	DEPT			Sentence to Serve		
10452	AT&T Mobility 01-253-000-0000-6250		32.98	air card	287258495419	Telephone
10452	AT&T Mobility		32.98		1 Transactions	
7525	Hometown Bldg Supply 01-253-000-0000-6405		12.36	8' 2x4 (4)	19217	Operating Supplies
7525	Hometown Bldg Supply		12.36		1 Transactions	
12927	Midwest Machinery Co. 01-253-000-0000-6405		13.71	hand guard	1815352	Operating Supplies
12927	Midwest Machinery Co.		13.71		1 Transactions	
253	DEPT Total:		59.05	Sentence to Serve	3 Vendors	3 Transactions
257	DEPT			Community Corrections		
783	Canon Financial Services, Inc 01-257-000-0000-6342		140.67	Copier Contract 036	19399331	Office Equipment Rental/Contracts
783	Canon Financial Services, Inc		140.67		1 Transactions	
3195	MCCC, MI 33 01-257-000-0000-6249		2,776.08	Corrections User Group program	1901004	Software License Fees
	01-257-000-0000-6249		1,700.00	User group annual dues	1901004	Software License Fees
3195	MCCC, MI 33		4,476.08		2 Transactions	

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
257	DEPT Total:		4,616.75	Community Corrections	2 Vendors	3 Transactions
280	DEPT			Emergency Management		
	6121 Identisys					
	01-280-000-0000-6405		198.38	I.D. badging ribbon	416017	Office Supplies
	6121 Identisys		198.38		1 Transactions	
280	DEPT Total:		198.38	Emergency Management	1 Vendors	1 Transactions
392	DEPT			Water Wells		
	405 A.W. Research Laboratories, Inc.					
	01-392-000-0000-6231		21.00	Nitrate Sampling	24532	Services, Labor, Contracts
	01-392-000-0000-6231		21.00	Nitrate Sampling	24619	Services, Labor, Contracts
	01-392-000-0000-6231		21.00	Nitrate Sampling	24620	Services, Labor, Contracts
	405 A.W. Research Laboratories, Inc.		63.00		3 Transactions	
	13679 Thomas Scientific					
	01-392-000-0000-6405		76.32	Buffer PH/Ammonium Sulfate	1446500/144889	Office & Film Supplies
	13679 Thomas Scientific		76.32		1 Transactions	
392	DEPT Total:		139.32	Water Wells	2 Vendors	4 Transactions
600	DEPT			Ag Society, Soil & Water, Ag Inspect		
	91345 Elvecrog/Roberta C					
	01-600-552-0000-6350		35.00	Snake River		SRW Per Diem
	91345 Elvecrog/Roberta C		35.00		1 Transactions	
600	DEPT Total:		35.00	Ag Society, Soil & Water, Ag Inspect	1 Vendors	1 Transactions
601	DEPT			Extension		
	89471 Aitkin Co 4-H Council					
	01-601-551-0000-5840		440.00	Plat Book Sales		4-H Plat Book Sales
	01-601-551-0000-5840		400.00	Plat Book Sales Recorder's	5884-5893	4-H Plat Book Sales
	89471 Aitkin Co 4-H Council		840.00		2 Transactions	
	10850 Carlson/David					
	01-601-000-0000-6350		35.00	Extension Committee		Per Diem
	01-601-000-0000-6360		26.16	Extension Committee		Extension Comm Expenses (Not Per Diem)

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10850	Carlson/David		61.16		2 Transactions	
9440	Dotzler/Sharon A 01-601-000-0000-6350		35.00	Extension Committee		Per Diem
9440	Dotzler/Sharon A		35.00		1 Transactions	
91345	Elvecrog/Roberta C 01-601-000-0000-6350		35.00	Extension Committee		Per Diem
	01-601-000-0000-6360		38.15	Extension Committee		Extension Comm Expenses (Not Per Diem)
91345	Elvecrog/Roberta C		73.15		2 Transactions	
12045	Janzen/Joy 01-601-000-0000-6350		35.00	Extension Committee		Per Diem
	01-601-000-0000-6360		48.51	Extension Committee		Extension Comm Expenses (Not Per Diem)
12045	Janzen/Joy		83.51		2 Transactions	
90853	Mickelson/Bonnie H 01-601-000-0000-6350		35.00	Extension Committee		Per Diem
90853	Mickelson/Bonnie H		35.00		1 Transactions	
3267	Peysar/Kirk 01-601-000-0000-6360		38.15	Extension Meeting Mileage		Extension Comm Expenses (Not Per Diem)
3267	Peysar/Kirk		38.15		1 Transactions	
601	DEPT Total:		1,165.97	Extension	7 Vendors	11 Transactions
700	DEPT			Promotion,AEOA Tran,Airport,RC&D,Tou		
14166	Cenaiko Productions Inc 01-700-909-0000-6800		750.00	MN Sportsman's booth	AIT205	Tourism Miscellaneous
14166	Cenaiko Productions Inc		750.00		1 Transactions	
700	DEPT Total:		750.00	Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	1 Transactions
1	Fund Total:		111,804.31	General Fund		186 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
783	Canon Financial Services, Inc 03-301-000-0000-6300		162.82	CONTRACT CHARGE	19434301	Service Contracts
783	Canon Financial Services, Inc		162.82	1 Transactions		
10855	Culligan 03-301-000-0000-6400		10.50	RENTAL-DECEMBER	STMT	Supplies And Materials
10855	Culligan		10.50	1 Transactions		
9671	Pitney Bowes 03-301-000-0000-6205		74.04	LEASE	3102665424	Postage
9671	Pitney Bowes		74.04	1 Transactions		
5097	Welle/John Thomas 03-301-000-0000-6296		663.00	MCEA CONFERENCE - ROOM		Meeting Expense/Physicals
	03-301-000-0000-6296		210.00	2019 MCEC REGISTRATION @ CRAGU	338137	Meeting Expense/Physicals
5097	Welle/John Thomas		873.00	2 Transactions		
301	DEPT Total:		1,120.36	R&B Administration	4 Vendors	5 Transactions
303	DEPT			R&B Highway Maintenance		
195	Aitkin Tire Shop 03-303-000-0000-6590		20.00	REPAIR PARTS	0-058573	Repair & Maintenance Supplies
	03-303-000-0000-6590		80.00	REPAIR LABOR	0-058573	Repair & Maintenance Supplies
	03-303-000-0000-6590		527.48	TIRES	0-058573	Repair & Maintenance Supplies
	03-303-000-0000-6590		272.00	REPAIR LABOR	0-058592	Repair & Maintenance Supplies
	03-303-000-0000-6590		80.00	REPAIR LABOR	0-058626	Repair & Maintenance Supplies
	03-303-000-0000-6590		518.56	TIRES	0-058626	Repair & Maintenance Supplies
	03-303-000-0000-6590		100.00	REPAIR LABOR	0-058638	Repair & Maintenance Supplies
195	Aitkin Tire Shop		1,598.04	7 Transactions		
13620	American Door Works 03-303-000-0000-6298		1,825.00	AITKIN SHOP REPAIRS	0203954-IN	Shop Maintenance
13620	American Door Works		1,825.00	1 Transactions		
12106	Antoine Electric 03-303-000-0000-6298		86.25	AITKIN SHOP	16730	Shop Maintenance
	03-303-000-0000-6298		962.33	PALISADE SHOP	16735	Shop Maintenance

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
12106 Antoine Electric		1,048.58	2 Transactions	
8693 ASV, LLC				
03-303-000-0000-6590		415.93	REPAIR PARTS	459587
8693 ASV, LLC		415.93	1 Transactions	Repair & Maintenance Supplies
10452 AT&T Mobility				
03-303-000-0000-6254		32.98	PAUL'S IPAD SVC	287266104878X1
10452 AT&T Mobility		32.98	1 Transactions	Utilities
86467 Auto Value Aitkin				
03-303-000-0000-6590		22.99	REPAIR PARTS	40129766
03-303-000-0000-6590		213.96	REPAIR PARTS	40129770
03-303-000-0000-6298		89.99	JACOBSON SHOP SUPPLIES	40130491
86467 Auto Value Aitkin		326.94	3 Transactions	Repair & Maintenance Supplies Repair & Maintenance Supplies Shop Maintenance
8175 Centurylink				
03-303-000-0000-6254		31.33	FAX: HWY OFFICE	NOV-DEC
8175 Centurylink		31.33	1 Transactions	Utilities
14887 Cintas Corporation				
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4012410368
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4012735527
03-303-000-0000-6298		19.55	SHOP LAUNDRY	4013046362
14887 Cintas Corporation		58.65	3 Transactions	Shop Maintenance Shop Maintenance Shop Maintenance
1430 Dotzler Power Equipment				
03-303-000-0000-6298		44.80	MCGREGOR SHOP SUPPLIES	6349
1430 Dotzler Power Equipment		44.80	1 Transactions	Shop Maintenance
7935 East Central Energy				
03-303-000-0000-6254		87.40	OCT/NOV POWER-MCGRATH	34376157
7935 East Central Energy		87.40	1 Transactions	Utilities
11180 Fastenal Company				
03-303-000-0000-6298		117.36	AITKIN SHOP SUPPLIES	MNBAX221690
11180 Fastenal Company		117.36	1 Transactions	Shop Maintenance
7060 Federated Co-Ops Inc.				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6297		539.60	MCGRATH SHOP PROPANE	TMO-322420	Shop Fuel
7060	Federated Co-Ops Inc.		539.60			1 Transactions
8521	Force America Distributing, LLC					
	03-303-000-0000-6590		170.68	REPAIR PARTS	IN001-1292434	Repair & Maintenance Supplies
8521	Force America Distributing, LLC		170.68			1 Transactions
8622	Frontier					
	03-303-000-0000-6254		67.22	JACOBSON	218-752-6591	Utilities
	03-303-000-0000-6254		67.22	MCGREGOR	218-768-4481	Utilities
	03-303-000-0000-6254		67.22	PALISADE	218-845-2607	Utilities
	03-303-000-0000-6254		87.22	MCGRATH	320-592-3580	Utilities
8622	Frontier		288.88			4 Transactions
1754	Garrison Disposal Company, Inc					
	03-303-000-0000-6254		80.73	NOV MCGREGOR SHOP	69682	Utilities
1754	Garrison Disposal Company, Inc		80.73			1 Transactions
1880	Gravelle Plumbing & Heating, Inc					
	03-303-000-0000-6298		992.31	AITKIN SHOP	78438	Shop Maintenance
1880	Gravelle Plumbing & Heating, Inc		992.31			1 Transactions
2340	Hyytinen Hardware Hank					
	03-303-000-0000-6298		13.99	MCGREGOR SHOP SUPPLIES	1492795	Shop Maintenance
	03-303-000-0000-6298		20.97	AITKIN SHOP SUPPLIES	1492995	Shop Maintenance
	03-303-000-0000-6298		26.99	AITKIN SHOP SUPPLIES	1493441	Shop Maintenance
	03-303-000-0000-6298		21.21	PALISADE SHOP SUPPLIES	1493887	Shop Maintenance
	03-303-000-0000-6298		10.99	MCGRATH SHOP SUPPLIES	1493965	Shop Maintenance
	03-303-000-0000-6516		57.97	SIGN SUPPLIES	1494145	Signs & Posts
	03-303-000-0000-6590		6.68	REPAIR PARTS	1494845	Repair & Maintenance Supplies
	03-303-000-0000-6298		25.44	PALISADE SHOP SUPPLIES	1495346	Shop Maintenance
	03-303-000-0000-6298		24.99	AITKIN SHOP SUPPLIES	1497118	Shop Maintenance
2340	Hyytinen Hardware Hank		209.23			9 Transactions
15055	Kayfes/Derek					
	03-303-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT	0-008809	Safety Footwear
15055	Kayfes/Derek		145.00			1 Transactions
8101	Kris Engineering Inc					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590		5' CARBIDE UNDERBODY	30855	Repair & Maintenance Supplies
	03-303-000-0000-6590		3' CARBIDE UNDERBODY	30855	Repair & Maintenance Supplies
8101	Kris Engineering Inc				2 Transactions
91187	Lake Country Power				
	03-303-000-0000-6254	62.11	OCT-NOV CSAH 14	141979801	Utilities
	03-303-000-0000-6254	63.70	OCT-NOV CSAH 6	141979901	Utilities
91187	Lake Country Power				2 Transactions
2831	Little Falls Machine Inc				
	03-303-000-0000-6590	1,555.71	REPAIR PARTS	353023	Repair & Maintenance Supplies
	03-303-000-0000-6590	935.10	PLOW SHOES	353023	Repair & Maintenance Supplies
2831	Little Falls Machine Inc				2 Transactions
12927	Midwest Machinery Co.				
	03-303-000-0000-6590	0.52	REPAIR PARTS	1800140	Repair & Maintenance Supplies
	03-303-000-0000-6590	76.00	REPAIR PARTS	1802430	Repair & Maintenance Supplies
12927	Midwest Machinery Co.				2 Transactions
9239	Mn Department Of Natural Resources-OM				
	03-303-000-0000-6519	3,750.00	LEASE 133-023-0816-ADV RENT 20	1004281	Gravel & Royalties
9239	Mn Department Of Natural Resources-OM				1 Transactions
8436	Northland Parts				
	03-303-000-0000-6590	8.49	REPAIR PARTS	372249	Repair & Maintenance Supplies
	03-303-000-0000-6590	176.99	REPAIR PARTS	372679	Repair & Maintenance Supplies
8436	Northland Parts				2 Transactions
10720	Nuss Truck & Equipment				
	03-303-000-0000-6590	19.83	REPAIR PARTS	6113385P	Repair & Maintenance Supplies
	03-303-000-0000-6590	513.66	REPAIR PARTS	6113438P	Repair & Maintenance Supplies
	03-303-000-0000-6590	145.16	REPAIR PARTS	6113606P	Repair & Maintenance Supplies
	03-303-000-0000-6590	601.46	FILTERS	6113670P	Repair & Maintenance Supplies
	03-303-000-0000-6590	15.75-	REPAIR PARTS	CM6113606P	Repair & Maintenance Supplies
10720	Nuss Truck & Equipment				5 Transactions
8537	Powerplan OIB				
	03-303-000-0000-6590	5,767.00	REPAIR PARTS	1893947	Repair & Maintenance Supplies
	03-303-000-0000-6590	22.68	REPAIR PARTS	1897695	Repair & Maintenance Supplies

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Vendor Name	<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>
03-303-000-0000-6590		542.50	REPAIR LABOR	1897961 Repair & Maintenance Supplies
03-303-000-0000-6590		32.78	REPAIR PARTS	1897961 Repair & Maintenance Supplies
8537 Powerplan OIB		6,364.96		4 Transactions
3950 Public Utilities				
03-303-000-0000-6254		51.03	HWY 210 W CR 28	02-00059455-00 Utilities
03-303-000-0000-6254		82.05	AITKIN SHOP: WATER	02-00063335-00 Utilities
03-303-000-0000-6254		56.61	HWY 210/168 E & CR 12	02-00063388-00 Utilities
03-303-000-0000-6254		88.66	HWY 47 & CR 12	02-00064092-00 Utilities
3950 Public Utilities		278.35		4 Transactions
8230 State Of Minnesota				
03-303-000-0000-6590		48.00	J BOBENMOYER	Repair & Maintenance Supplies
03-303-000-0000-6590		48.00	C JOHNSON	Repair & Maintenance Supplies
8230 State Of Minnesota		96.00		2 Transactions
90805 Temco				
03-303-000-0000-6590		380.00	REPAIR LABOR	23318 Repair & Maintenance Supplies
90805 Temco		380.00		1 Transactions
86235 The Office Shop Inc				
03-303-000-0000-6298		31.96	AITKIN SHOP SUPPLIES	1054753-0 Shop Maintenance
03-303-000-0000-6298		79.90	AITKIN SHOP SUPPLIES	10555910-0 Shop Maintenance
86235 The Office Shop Inc		111.86		2 Transactions
12788 Timmer Implement of Aitkin				
03-303-000-0000-6590		110.40	REPAIR PARTS	IA14462 Repair & Maintenance Supplies
12788 Timmer Implement of Aitkin		110.40		1 Transactions
8364 Towmaster, Inc				
03-303-000-0000-6590		4,301.00	REPAIR PARTS	409399b Repair & Maintenance Supplies
8364 Towmaster, Inc		4,301.00		1 Transactions
8605 Wayne's Sanitation Llc				
03-303-000-0000-6254		26.25	GARBAGE: MCGRATH	286570 Utilities
8605 Wayne's Sanitation Llc		26.25		1 Transactions
13313 Wilkie/Gary L.				
03-303-000-0000-6411		145.00	WORK BOOTS REIMBURSEMENT	5066229 Safety Footwear

JKK1
 12/17/18 10:39AM
 3 Road & Bridge

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Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
13313	Wilkie/Gary L.				145.00		1 Transactions				
5295	Ziegler Inc										
		03-303-000-0000-6590			1,052.50	REPAIR LABOR		SW190024566		Repair & Maintenance Supplies	
		03-303-000-0000-6590			1,896.37	REPAIR PARTS		SW190024566		Repair & Maintenance Supplies	
		03-303-000-0000-6590			421.54	REPAIR PARTS		SW190024685		Repair & Maintenance Supplies	
		03-303-000-0000-6590			922.00	REPAIR LABOR		SW190024685		Repair & Maintenance Supplies	
5295	Ziegler Inc				4,292.41		4 Transactions				
303	DEPT Total:				39,230.05	R&B Highway Maintenance		35 Vendors			77 Transactions
307	DEPT					R&B Capital Infrastructure					
9556	American Engineering Testing Inc										
		03-307-000-0000-6260			8,916.75	PROJECT TESTING SVCS		700681		Professional Services	
		03-307-000-0000-6260			11,880.75	PROJECT TESTING SVCS		700707		Professional Services	
9556	American Engineering Testing Inc				20,797.50		2 Transactions				
8694	Department of Transportation										
		03-307-000-0000-6260			8,631.02	PROJECT TESTING/INSPECTION		P00009689		Professional Services	
8694	Department of Transportation				8,631.02		1 Transactions				
307	DEPT Total:				29,428.52	R&B Capital Infrastructure		2 Vendors			3 Transactions
308	DEPT					R&B Equipment & Facilities					
8364	Towmaster, Inc										
		03-308-000-0000-6600			15,348.00	TRUCK SANDER		409399		Capital Outlay-Facilities	
8364	Towmaster, Inc				15,348.00		1 Transactions				
308	DEPT Total:				15,348.00	R&B Equipment & Facilities		1 Vendors			1 Transactions
3	Fund Total:				85,126.93	Road & Bridge					86 Transactions

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
257	DEPT			Community Corrections		
10855	Culligan 05-257-000-0000-6342		20.70	Cooler Rental Service 11/30/2018	150-10016285-1	Office Equipment Rental/Contracts
10855	Culligan		20.70	1 Transactions		
88628	Dalco 05-257-000-0000-6422		3.33	Towels 12/04/2018	3391991	Janitorial Services/Supplies
88628	Dalco		3.33	1 Transactions		
2340	Hyytinen Hardware Hank 05-257-000-0000-6422		0.77	Agency - Scouring Pads 11/07/2018	1493901	Janitorial Services/Supplies
	05-257-000-0000-6422		2.53	Agency - Toilet valve/Concrete 11/20/2018	1495875	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		3.30	2 Transactions		
89765	Minnesota Elevator, Inc 05-257-000-0000-6300		18.95	Elevator Service - Dec '18 12/01/2018 12/31/2018	778683	Maintenance-Service Contracts
89765	Minnesota Elevator, Inc		18.95	1 Transactions		
3950	Public Utilities 05-257-000-0000-6254		239.22	Electric Bill 10/16/2018 11/16/2018	03-00000513-03	Utilities-Gas and Electric
3950	Public Utilities		239.22	1 Transactions		
257	DEPT Total:		285.50	Community Corrections	5 Vendors	6 Transactions
390	DEPT			Environmental Health (FBL)		
10855	Culligan 05-390-000-0000-6342		3.76	Cooler Rental Service 11/30/2018	150-10016285-1	Office Equipment Rental/Contracts
10855	Culligan		3.76	1 Transactions		
88628	Dalco 05-390-000-0000-6422		0.61	Towels 12/04/2018	3391991	Janitorial Services/Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
88628	Dalco		0.61		1 Transactions	
2340	Hyytinen Hardware Hank 05-390-000-0000-6422		0.14	Agency - Scouring Pads 11/07/2018	1493901	Janitorial Services/Supplies
	05-390-000-0000-6422		0.46	Agency - Toilet valve/Concrete 11/20/2018	1495875	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		0.60		2 Transactions	
89765	Minnesota Elevator, Inc 05-390-000-0000-6300		3.45	Elevator Service - Dec '18 12/01/2018 12/31/2018	778683	Maintenance-Service Contracts
89765	Minnesota Elevator, Inc		3.45		1 Transactions	
3950	Public Utilities 05-390-000-0000-6254		43.50	Electric Bill 10/16/2018 11/16/2018	03-00000513-03	Utilities-Gas and Electric
3950	Public Utilities		43.50		1 Transactions	
390	DEPT Total:		51.92	Environmental Health (FBL)	5 Vendors	6 Transactions
400	DEPT			Public Health Department		
12106	Antoine Electric 05-400-440-0410-6231		41.37	Replace Emer lights-break rm & 11/06/2018	16734	Services/Labor/Contracts
12106	Antoine Electric		41.37		1 Transactions	
10855	Culligan 05-400-440-0410-6301		26.34	Cooler Rental Service 11/30/2018	150-10016285-1	Equipment Lease/Space Rental
10855	Culligan		26.34		1 Transactions	
88628	Dalco 05-400-440-0410-6422		4.24	Towels 12/04/2018	3391991	Janitorial Services/Supplies
88628	Dalco		4.24		1 Transactions	
88880	Datacomm Computers & Networks Inc 05-400-440-0410-6405		10.40	APC RCB5-DVR replacement batte	11066	Office Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
88880	Datacomm Computers & Networks Inc		10.40	11/27/2018		
				1 Transactions		
89084	Glaxosmithkline Pharmaceuticals 05-400-400-0402-6401		435.50	Hep-B Vaccine 11/13/2018	8252638294	Vaccine Cost
89084	Glaxosmithkline Pharmaceuticals		435.50			
				1 Transactions		
2340	Hyytinen Hardware Hank 05-400-440-0410-6422		0.98	Agency - Scouring Pads 11/07/2018	1493901	Janitorial Services/Supplies
			3.22	Agency - Toilet valve/Concrete 11/20/2018	1495875	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		4.20			
				2 Transactions		
3195	MCCC, MI 33 05-400-440-0410-6239		862.40	IFS Support	2Y1801005	Software Fees/License Fees
3195	MCCC, MI 33		862.40			
				1 Transactions		
89765	Minnesota Elevator, Inc 05-400-440-0410-6300		24.11	Elevator Service - Dec '18 12/01/2018 12/31/2018	778683	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc		24.11			
				1 Transactions		
3950	Public Utilities 05-400-440-0410-6254		304.47	Electric Bill 10/16/2018 11/16/2018	03-00000513-03	Utilities-Gas and Electric
3950	Public Utilities		304.47			
				1 Transactions		
86235	The Office Shop Inc 05-400-440-0410-6405		15.54	Agency - Paper 11/02/2018	1054237-0	Office Supplies
			2.35	Agency - Markers 11/08/2018	1054519-0	Office Supplies
			61.33	PH-Paper/Rotary File 11/08/2018	1054519-0	Office Supplies
			179.00	PH-Chair 11/13/2018	1054717-0	Small Equipment: Telephones,Chairs, etc.
			15.28	Agency - Cork Tile	1055582-0	Office Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	05-400-440-0410-6300		36.13	11/30/2018 Mailrm-Copier Contract IR6265	301942-0	Maintenance/Service Contracts
	05-400-440-0410-6300		3,360.91	11/15/2018 PH-Copier Contract IRC5255	302113-0	Maintenance/Service Contracts
86235	The Office Shop Inc		3,670.54	11/27/2018 7 Transactions		
400	DEPT Total:		5,383.57	Public Health Department	10 Vendors	17 Transactions
420	DEPT			Income Maintenance		
12106	Antoine Electric 05-420-600-4800-6231		85.34	11/06/2018 Replace Emer lights-break rm &	16734	Services/Labor/Contracts
12106	Antoine Electric		85.34	1 Transactions		
10855	Culligan 05-420-600-4800-6301		54.56	11/30/2018 Cooler Rental Service	150-10016285-1	Equipment Lease/Space Rental
10855	Culligan		54.56	1 Transactions		
88628	Dalco 05-420-600-4800-6422		8.79	12/04/2018 Towels	3391991	Janitorial Services/Supplies
88628	Dalco		8.79	1 Transactions		
88880	Datacomm Computers & Networks Inc 05-420-600-4800-6405		21.45	11/27/2018 APC RCB5-DVR replacement batte	11066	Office Supplies
88880	Datacomm Computers & Networks Inc		21.45	1 Transactions		
11051	Department of Human Services 05-420-620-4400-6025		35.00	10/01/2018 10/31/2018 MCRE/GAMC/NONRES RECIP-10/18	A300MM9D01I	State Share-GAMC
	05-420-650-4400-6025		1,281.57	10/01/2018 10/31/2018 MA LTC UN 65	A300MM9D01I	State/Fed Share - MA
	05-420-650-4400-6025		158.55	10/01/2018 10/31/2018 MAX LTC LT65 18	A300MM9D01I	State/Fed Share - MA
	05-420-650-4400-6025		181.52	10/01/2018 10/31/2018 MA ESTATE COLLECTIONS - FED	A300MM9D01I	State/Fed Share - MA

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	05-420-650-4400-6025		90.76	MA ESTATE COLLECTIONS - STATE 10/01/2018 10/31/2018	A300MM9D01I	State/Fed Share - MA
	05-420-610-4100-6011		262.52	MAXIS AFDC RECOV PRE TANF 08/01/2018 08/31/2018	A300MX01186I	County Share-Afdc/Mfip
	05-420-610-4100-6011		15.00	MAXIS MFIP RECOV TANF 08/01/2018 08/31/2018	A300MX01186I	County Share-Afdc/Mfip
	05-420-620-4100-6011		134.50	MAXIS GA RECOVERIES 08/01/2018 08/31/2018	A300MX01186I	County Share - Ga
	05-420-620-4100-6011		323.92	MAXIS GRH RECOVERIES 08/01/2018 08/31/2018	A300MX01186I	County Share - Ga
	05-420-630-4100-6011		476.90	MAXIS FS RECOVERIES 08/01/2018 08/31/2018	A300MX01186I	County Share-Food Support
	05-420-610-4100-6011		7.50	MAXIS MFIP RECOV TANF 09/01/2018 09/30/2018	A300MX01187I	County Share-Afdc/Mfip
	05-420-610-4100-6011		75.19	MAXIS MFIP RECOV STATE 09/01/2018 09/30/2018	A300MX01187I	County Share-Afdc/Mfip
	05-420-610-4100-6011		75.19	MAXIS HOUSING RECOVERY STATE 09/01/2018 09/30/2018	A300MX01187I	County Share-Afdc/Mfip
	05-420-620-4100-6011		1,273.04	MAXIS GRH RECOVERIES 09/01/2018 09/30/2018	A300MX01187I	County Share - Ga
	05-420-630-4100-6011		6.70	MAXIS FS RECOVERIES 09/01/2018 09/30/2018	A300MX01187I	County Share-Food Support
	05-420-630-4100-6011		78.96	MAXIS MFIP FS RECOVERIES 09/01/2018 09/30/2018	A300MX01187I	County Share-Food Support
11051	Department of Human Services		4,476.82	16 Transactions		
2340	Hyytinen Hardware Hank					
	05-420-600-4800-6422		2.02	Agency - Scouring Pads 11/07/2018	1493901	Janitorial Services/Supplies
	05-420-600-4800-6422		6.66	Agency - Toilet valve/Concrete 11/20/2018	1495875	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		8.68	2 Transactions		
3195	MCCC, MI 33					
	05-420-600-4800-6239		1,778.70	IFS Support	2Y1801005	Software Fees/License Fees
3195	MCCC, MI 33		1,778.70	1 Transactions		
89765	Minnesota Elevator, Inc					
	05-420-600-4800-6300		49.96	Elevator Service - Dec '18	778683	Maintenance/Service Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
89765	Minnesota Elevator, Inc		49.96	12/01/2018 12/31/2018	1 Transactions	
3950	Public Utilities 05-420-600-4800-6254		630.68	Electric Bill 10/16/2018 11/16/2018	03-00000513-03	Utilities-Gas and Electric
3950	Public Utilities		630.68	1 Transactions		
86235	The Office Shop Inc 05-420-600-4800-6405		32.05	Agency - Paper 11/02/2018	1054237-0	Office Supplies
	05-420-600-4800-6405		4.84	Agency - Markers 11/08/2018	1054519-0	Office Supplies
	05-420-600-4800-6405		31.51	Agency - Cork Tile 11/30/2018	1055582-0	Office Supplies
	05-420-600-4800-6300		74.50	Mailrm-Copier Contract IR6265 11/15/2018	301942-0	Maintenance/Service Contracts
	05-420-640-4800-6300		100.26	CS-Copier Contract IR4245 11/27/2018	302113-0	Maintenance/Service Contracts
86235	The Office Shop Inc		243.16	5 Transactions		
420	DEPT Total:		7,358.14	Income Maintenance	10 Vendors	30 Transactions
430	DEPT			Social Services		
12106	Antoine Electric 05-430-700-4800-6231		131.89	Replace Emer lights-break rm & 11/06/2018	16734	Services/Labor/Contracts
12106	Antoine Electric		131.89	1 Transactions		
10855	Culligan 05-430-700-4800-6301		82.79	Cooler Rental Service 11/30/2018	150-10016285-1	Equipment Lease/Space Rental
10855	Culligan		82.79	1 Transactions		
88628	Dalco 05-430-700-4800-6422		13.33	Towels 12/04/2018	3391991	Janitorial Services/Supplies
88628	Dalco		13.33	1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
88880	Datacomm Computers & Networks Inc 05-430-700-4800-6405		33.15	APC RCB5-DVR replacement batte 11/27/2018	11066	Office Supplies
88880	Datacomm Computers & Networks Inc		33.15	1 Transactions		
2340	Hyytinen Hardware Hank 05-430-700-4800-6422		3.07	Agency - Scouring Pads 11/07/2018	1493901	Janitorial Services/Supplies
	05-430-700-4800-6422		10.11	Agency - Toilet valve/Concrete 11/20/2018	1495875	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		13.18	2 Transactions		
3195	MCCC, MI 33 05-430-700-4800-6239		2,748.90	IFS Support	2Y1801005	Software Fees/License Fees
3195	MCCC, MI 33		2,748.90	1 Transactions		
89765	Minnesota Elevator, Inc 05-430-700-4800-6300		75.80	Elevator Service - Dec '18 12/01/2018 12/31/2018	778683	Maintenance/Service Contracts
89765	Minnesota Elevator, Inc		75.80	1 Transactions		
3950	Public Utilities 05-430-700-4800-6254		956.89	Electric Bill 10/16/2018 11/16/2018	03-00000513-03	Utilities-Gas and Electric
3950	Public Utilities		956.89	1 Transactions		
86235	The Office Shop Inc 05-430-700-4800-6405		14.84	SS-Desk Calendar 11/02/2018	1054237-0	Office Supplies
	05-430-700-4800-6405		49.53	Agency - Paper 11/02/2018	1054237-0	Office Supplies
	05-430-700-4800-6450		179.00	SS - Chair 11/08/2018	1054505-0	Small Equipment: Telephones,Chairs, etc.
	05-430-700-4800-6405		7.49	Agency - Markers 11/08/2018	1054519-0	Office Supplies
	05-430-700-4800-6405		48.69	Agency - Cork Tile 11/30/2018	1055582-0	Office Supplies
	05-430-700-4800-6300		115.14	Mailrm-Copier Contract IR6265 11/15/2018	301942-0	Maintenance/Service Contracts

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86235	The Office Shop Inc		414.69	6 Transactions	
10930	Tidholm Productions 05-430-700-4800-6405		69.95	SS-Business Cards (AR) 11/23/2018	0254 7814 Office Supplies
10930	Tidholm Productions		69.95	1 Transactions	
430	DEPT Total:		4,540.57	Social Services	10 Vendors 16 Transactions
5	Fund Total:		17,619.70	Health & Human Services	75 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</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>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	4580 Mn Dept Of Finance					
	09-000-000-0000-2030		270.00	Marraige License Fees 11/2018		State Fees, Assessments & Surcharges
	4580 Mn Dept Of Finance		270.00	1 Transactions		
0	DEPT Total:		270.00	Undesignated	1 Vendors	1 Transactions
9	Fund Total:		270.00	State		1 Transactions

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
10673	Brown Trucking/Joe 10-900-000-0000-2300		747.38	Bond Refund Rec 2161	13570	Timber Permit Bonds
	10-900-000-0000-2300		747.38	Bond Refund	13570	Timber Permit Bonds
10673	Brown Trucking/Joe		1,494.76		2 Transactions	
1211	Croatt Enterprises Inc 10-900-000-0000-2300		7,121.25	Bond Refund Rec 2882	13855	Timber Permit Bonds
1211	Croatt Enterprises Inc		7,121.25		1 Transactions	
10754	Larson Enterprise Of Isle 10-900-000-0000-2300		703.40	Bond Refund Rec 1380	13493	Timber Permit Bonds
	10-900-000-0000-2300		909.00	Bond Refund Rec 1525	13610	Timber Permit Bonds
10754	Larson Enterprise Of Isle		1,612.40		2 Transactions	
900	DEPT Total:		10,228.41	Timber Permit Bonds	3 Vendors	5 Transactions
921	DEPT			Co. Development		
12525	CES Imaging 10-921-000-0000-6405		85.22	Dan's printer maint cartridge	INVO93635	Office Supplies
12525	CES Imaging		85.22		1 Transactions	
1880	Gravelle Plumbing & Heating, Inc 10-921-000-0000-6231		529.09	Supplies Beaver control	78583	Services, Labor, Contracts
1880	Gravelle Plumbing & Heating, Inc		529.09		1 Transactions	
921	DEPT Total:		614.31	Co. Development	2 Vendors	2 Transactions
923	DEPT			Forfeited Tax Sales		
86222	Aitkin Independent Age 10-923-000-0000-6230		26.25	Timber Auction Ad	648722	Printing, Publishing & Adv
	10-923-000-0000-6230		976.49	TFL Sale Aid	652440	Printing, Publishing & Adv
86222	Aitkin Independent Age		1,002.74		2 Transactions	
170	Aitkin Motor Company 10-923-000-0000-6590		534.60	Install 4x4 lock out hubs 452	20508	Repair & Maintenance Supplies
170	Aitkin Motor Company		534.60		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10452	AT&T Mobility 10-923-000-0000-6254		117.23	Cell phone	287257204209	Utilities
10452	AT&T Mobility		117.23	1 Transactions		
86467	Auto Value Aitkin 10-923-000-0000-6590		102.99	20 Amp Solar	40130411	Repair & Maintenance Supplies
86467	Auto Value Aitkin		102.99	1 Transactions		
783	Canon Financial Services, Inc 10-923-000-0000-6405		327.05	Copier Contract 034	19399330	Office Supplies
783	Canon Financial Services, Inc		327.05	1 Transactions		
11411	Charter Comuncations 10-923-000-0000-6254		174.98	Internet	0045857111018	Utilities
11411	Charter Comuncations		174.98	1 Transactions		
10855	Culligan 10-923-000-0000-6254		35.61	Water Cooler Rental	461962	Utilities
10855	Culligan		35.61	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc 10-923-000-0000-6590		67.38	Repair outside faucet	78620	Repair & Maintenance Supplies
	10-923-000-0000-6590		486.74	Furnace repair	78697	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		554.12	2 Transactions		
2340	Hyytinen Hardware Hank 10-923-000-0000-6406		44.41	Misc Supplies	LAND DEPT	Field Supplies
2340	Hyytinen Hardware Hank		44.41	1 Transactions		
2386	Information Systems Corp 10-923-000-0000-6405		432.00	Scanner	24910	Office Supplies
2386	Information Systems Corp		432.00	1 Transactions		
10754	Larson Enterprise Of Isle 10-923-000-0000-6820		42.40	Over appraised	13493	Refunds & Reimbursements
10754	Larson Enterprise Of Isle		42.40	1 Transactions		
12927	Midwest Machinery Co. 10-923-000-0000-6590		694.11	Service ATV	1809308	Repair & Maintenance Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
12927	Midwest Machinery Co.		694.11	1 Transactions		
1044	Minnesota Forest Resources Partnership 10-923-000-0000-6240		916.80	MFRP Support Costs		Dues
1044	Minnesota Forest Resources Partnership		916.80	1 Transactions		
14747	MSPS 10-923-000-0000-6240		250.00	2019 Membership Dues		Dues
14747	MSPS		250.00	1 Transactions		
8436	Northland Parts 10-923-000-0000-6590		43.47	Oil/Fuel Filter	372180	Repair & Maintenance Supplies
8436	Northland Parts		43.47	1 Transactions		
4070	Riley Auto Supply 10-923-000-0000-6590		67.84	Hose parts 408	602481	Repair & Maintenance Supplies
4070	Riley Auto Supply		67.84	1 Transactions		
15056	The Aitkin Age 10-923-000-0000-6230		96.00	3 year subscription	TAA-16781	Printing, Publishing & Adv
15056	The Aitkin Age		96.00	1 Transactions		
86235	The Office Shop Inc 10-923-000-0000-6405		33.98	Envelopes	301877-0	Office Supplies
	10-923-000-0000-6405		11.90	HAM Paper	302020-0	Office Supplies
86235	The Office Shop Inc		45.88	2 Transactions		
10930	Tidholm Productions 10-923-000-0000-6405		33.91	Letterfolding foreclosure noti	00007755	Office Supplies
10930	Tidholm Productions		33.91	1 Transactions		
12788	Timmer Implement of Aitkin 10-923-000-0000-6590		2,652.55	Brake fluid,o rings, oil etc.	WA02627	Repair & Maintenance Supplies
	10-923-000-0000-6590		119.17	Install glass 403	WA02725	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		2,771.72	2 Transactions		
13934	Tire Barn 10-923-000-0000-6511		44.05	303 LOF	45996	Gas And Oil

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
13934	Tire Barn		44.05	1 Transactions		
5005	Village Electric Motor Shop 10-923-000-0000-6590		126.70	Warn Winch	19040	Repair & Maintenance Supplies
5005	Village Electric Motor Shop		126.70	1 Transactions		
923	DEPT Total:		8,458.61	Forfeited Tax Sales	22 Vendors	26 Transactions
10	Fund Total:		19,301.33	Trust		33 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
10452	AT&T Mobility 11-924-000-0000-6250		62.52	Cell phone	287257204209	Telephone
10452	AT&T Mobility		62.52	1 Transactions		
14898	Taylor Lake Carpenter LLC 11-924-000-0000-6231		1,673.00	remodel bathroom	AITKINCO	Services, Labor, Contracts
14898	Taylor Lake Carpenter LLC		1,673.00	1 Transactions		
6097	Verizon Wireless 11-924-000-0000-6250		88.12	Cell Phone	58068382700001	Telephone
6097	Verizon Wireless		88.12	1 Transactions		
924	DEPT Total:		1,823.64	Forest Resource	3 Vendors	3 Transactions
925	DEPT			Resource Management		
86336	Arrowhead Transit-Virginia 11-925-000-0000-6330		209.38	Tour	ARS210092	Transportation & Travel
86336	Arrowhead Transit-Virginia		209.38	1 Transactions		
14999	Bolton & Menk, Inc. 11-925-000-0000-6231		6,152.00	Aitkin/Wawina Project	225686	Services, Labor, Contracts
14999	Bolton & Menk, Inc.		6,152.00	1 Transactions		
14922	Champion Forestry Service 11-925-000-0000-6231		15,014.21	Bud Capping	21-2024	Services, Labor, Contracts
14922	Champion Forestry Service		15,014.21	1 Transactions		
13234	Western EcoSystems Technology, Inc. 11-925-000-0000-6231		1,352.65	Project 734-03.001 Inv 58209	57980/59642	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		1,352.65	1 Transactions		
925	DEPT Total:		22,728.24	Resource Management	4 Vendors	4 Transactions
11	Fund Total:		24,551.88	Forest Development		7 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
85003	Aitkin County DAC 19-521-000-0000-6231		905.83	October Cleaning		Services, Labor, Contracts
85003	Aitkin County DAC		905.83	1 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		106.01	Copier Contract 037	19399342	Services, Labor, Contracts
783	Canon Financial Services, Inc		106.01	1 Transactions		
8622	Frontier 19-521-000-0000-6250		539.90	Service / Long Distance	2187684653	Telephone
8622	Frontier		539.90	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	November Garbage	146582	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		82.49	Director's residence	27-13-004-01	Utilities
	19-521-000-0000-6254		764.10	Energy Center	27-13-005-02	Utilities
	19-521-000-0000-6254		677.63	Dining Hall	27-13-006-01	Utilities
	19-521-000-0000-6254		880.10	North Star Lodge	27-13-007-03	Utilities
	19-521-000-0000-6254		104.85	Parking Lot	27-13-008-01	Utilities
	19-521-000-0000-6254		89.38	Staff residence	27-13-009-01	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		2,598.55	6 Transactions		
521	DEPT Total:		4,242.67	LLCC Administration	5 Vendors	10 Transactions
522	DEPT			LLCC Education		
85003	Aitkin County DAC 19-522-000-0000-6416		88.00	Wood Cookies		Education Supplies
85003	Aitkin County DAC		88.00	1 Transactions		
522	DEPT Total:		88.00	LLCC Education	1 Vendors	1 Transactions
523	DEPT			LLCC Food		
5662	McGregor Dairy, Inc 19-523-000-0000-6418		485.18	Groceries	29008	Groceries-Students

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	19-523-000-0000-6418		groceries	29037	Groceries-Students
5662	McGregor Dairy, Inc				
		237.29			
		722.47			
			2 Transactions		
4761	Sysco Minnesota Inc				
	19-523-000-0000-6418		Groceries	153412015	Groceries-Students
4761	Sysco Minnesota Inc				
		1,119.33			
		1,119.33			
			1 Transactions		
4968	Upper Lakes Foods, Inc				
	19-523-000-0000-6418		Groceries	372147-00	Groceries-Students
	19-523-000-0000-6420		Supplies	372148-00	Food Service Supplies
	19-523-000-0000-6418		Groceries	376357/383408	Groceries-Students
4968	Upper Lakes Foods, Inc				
		1,582.89			
		60.82			
		1,865.35			
		3,509.06			
			3 Transactions		
523	DEPT Total:		LLCC Food	3 Vendors	6 Transactions
		5,350.86			
524	DEPT		LLCC Maintenance		
13649	Aitkin Rental Center				
	19-524-000-0000-6422		Auger Rental	49367	Janitorial Services/Supplies
13649	Aitkin Rental Center				
		55.00			
		55.00			
			1 Transactions		
13725	Beartooth True Value				
	19-524-000-0000-6422		Agitator Belt	B73352	Janitorial Services/Supplies
	19-524-000-0000-6422		Connectors	B75599	Janitorial Services/Supplies
13725	Beartooth True Value				
		2.51			
		6.74			
		9.25			
			2 Transactions		
10083	Cedarbrook Lumber Comp				
	19-524-000-0000-6422		Materials for wood sheds	97090	Janitorial Services/Supplies
10083	Cedarbrook Lumber Comp				
		121.23			
		121.23			
			1 Transactions		
1430	Dotzler Power Equipment				
	19-524-000-0000-6422		spark plug/chainsaw oil		Janitorial Services/Supplies
1430	Dotzler Power Equipment				
		16.90			
		16.90			
			1 Transactions		
12709	K & N Electric LLC				
	19-524-000-0000-6590		repair jockey pump	2236	Repair & Maintenance Supplies
	19-524-000-0000-6422		repair lights	2237	Janitorial Services/Supplies
12709	K & N Electric LLC				
		1,107.01			
		1,123.20			
		2,230.21			
			2 Transactions		
11946	McGuire Mechanical				

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 19 Long Lake Conservation C

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	19-524-000-0000-6590		Air Handler Repair	8846	Repair & Maintenance Supplies
11946	McGuire Mechanical			1 Transactions	
524	DEPT Total:	6,909.49	LLCC Maintenance	6 Vendors	8 Transactions
525	DEPT		LLCC Capital Improvement		
11946	McGuire Mechanical		Roof jacks for boilers	8817	Capital Outlay-Non Marcum House
	19-525-000-0000-6601	831.56			
11946	McGuire Mechanical	831.56		1 Transactions	
10810	Precisionchem Water Treatment		Chemical for treating GARN wat	12543	Capital Outlay-Non Marcum House
	19-525-000-0000-6601	2,174.94			
10810	Precisionchem Water Treatment	2,174.94		1 Transactions	
525	DEPT Total:	3,006.50	LLCC Capital Improvement	2 Vendors	2 Transactions
19	Fund Total:	19,597.52	Long Lake Conservation Center		27 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
13649	Aitkin Rental Center 21-520-000-0000-6231		310.00	Bobcat, Brushwolf for ski trai	10412	Services, Labor, Contracts
13649	Aitkin Rental Center		310.00	1 Transactions		
10452	AT&T Mobility 21-520-000-0000-6250		39.08	Cell phone	287257204209	Telephone
10452	AT&T Mobility		39.08	1 Transactions		
9625	Blind Lake ATV Club 21-520-000-0000-6802		4,495.50	Blind Lake ATV Reimbursement		Trail Grants-State
9625	Blind Lake ATV Club		4,495.50	1 Transactions		
5484	Darlow Excavating 21-520-000-0000-6231		599.75	Pump Jacobson Wayside		Services, Labor, Contracts
	21-520-000-0000-6231		239.90	Pump Jacobson Campground		Services, Labor, Contracts
5484	Darlow Excavating		839.65	2 Transactions		
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254		280.56	November waste removal	68937	Utilities
1754	Garrison Disposal Company, Inc		280.56	1 Transactions		
4641	Holiday Credit Office 21-520-000-0000-6511		745.56	October fuel	1400000134961	Gas And Oil
4641	Holiday Credit Office		745.56	1 Transactions		
2340	Hyytinen Hardware Hank 21-520-000-0000-6406		47.98	Misc Supplies	LAND DEPT	Field Supplies
2340	Hyytinen Hardware Hank		47.98	1 Transactions		
9354	Kangas Enterprise, Inc 21-520-000-0000-6231		90.00	McGrath Soo Line	16921	Services, Labor, Contracts
9354	Kangas Enterprise, Inc		90.00	1 Transactions		
3100	McGregor Oil 21-520-000-0000-6511		972.68	September fuel	AITKINLA	Gas And Oil
	21-520-000-0000-6511		870.12	October fuel	AITKINLA	Gas And Oil
	21-520-000-0000-6511		1,178.26-	Credit from previous bill	AITKINLA	Gas And Oil

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 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3100	McGregor Oil		664.54		3 Transactions	
10337	Mille Lacs Driftskippers 21-520-000-0000-6802		6,789.27	Redtop trail		Trail Grants-State
10337	Mille Lacs Driftskippers		6,789.27		1 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		110.40	Berglund Park	18-51-106-02	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		110.40		1 Transactions	
12182	Northwoods Quads 21-520-000-0000-6802		367.38	Hill City Connector		Trail Grants-State
	21-520-000-0000-6802		13,684.54	Hill City Connector		Trail Grants-State
12182	Northwoods Quads		14,051.92		2 Transactions	
3950	Public Utilities 21-520-000-0000-6254		231.56	Land Dept	0200000348003	Utilities
	21-520-000-0000-6254		56.63	Parks Shower MS Access	02000630717050	Utilities
	21-520-000-0000-6254		42.79	Miss Access	0200063077005	Utilities
3950	Public Utilities		330.98		3 Transactions	
12718	Up North Riders 21-520-000-0000-6802		1,313.09	Lawler ATV		Trail Grants-State
12718	Up North Riders		1,313.09		1 Transactions	
520	DEPT Total:		30,108.53	Parks	14 Vendors	20 Transactions
21	Fund Total:		30,108.53	Parks		20 Transactions
	Final Total:		308,380.20	276 Vendors	435 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	111,804.31	General Fund	
	3	85,126.93	Road & Bridge	
	5	17,619.70	Health & Human Services	
	9	270.00	State	
	10	19,301.33	Trust	
	11	24,551.88	Forest Development	
	19	19,597.52	Long Lake Conservation Center	
	21	30,108.53	Parks	
	All Funds	308,380.20	Total	Approved by,
			
			

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Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

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

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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



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	DEPT			Commissioners		
	5462 Bremer Bank (Elan ACH)					
9	01-001-000-0000-6332		108.78	Grand Stay Hotel - Glenwood		Hotel / Motel Lodging
85	01-001-000-0000-6332		105.50	Hampton Inn - Duluth MN		Hotel / Motel Lodging
27	01-001-000-0000-6405		16.50	Postage - Change Order Conteg		Office & Computer Supplies
	5462 Bremer Bank (Elan ACH)		230.78	3 Transactions		
1	DEPT Total:		230.78	Commissioners	1 Vendors	3 Transactions
40	DEPT			Auditor		
	780 Bremer Bank					
120	01-040-000-0000-5081		0.02			Mortgage Registry-3%
	780 Bremer Bank		0.02	1 Transactions		
	5462 Bremer Bank (Elan ACH)					
76	01-040-021-0000-6205		16.70	postage		Postage
102	01-040-021-0000-6205		33.50	usps		Postage
47	01-040-021-0000-6625		392.90	VOIP phones license center		Office Equipment & Other Equipment
	5462 Bremer Bank (Elan ACH)		443.10	3 Transactions		
40	DEPT Total:		443.12	Auditor	2 Vendors	4 Transactions
42	DEPT			Treasurer		
	780 Bremer Bank					
121	01-042-000-0000-5079		0.14			3% State Deed Tax
	780 Bremer Bank		0.14	1 Transactions		
42	DEPT Total:		0.14	Treasurer	1 Vendors	1 Transactions
44	DEPT			Central Services		
	8410 Bremer Bank					
110	01-044-904-0000-6231		765.30	participant fees		Flex Services, Labor, Etc
107	01-044-904-0000-6360		164.81	dep care fsa		Flex Plan Withdrawals
108	01-044-904-0000-6360		938.95	dep care fsa		Flex Plan Withdrawals
109	01-044-904-0000-6360		6.37	dep care fsa		Flex Plan Withdrawals
111	01-044-904-0000-6360		460.97	dep care / med fsa		Flex Plan Withdrawals
	8410 Bremer Bank		2,336.40	5 Transactions		

Aitkin County



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
44	DEPT Total:		2,336.40	Central Services	1 Vendors	5 Transactions
49	DEPT			Information Technologies		
	5462 Bremer Bank (Elan ACH)					
4	01-049-000-0000-6402		140.00	IBM 81y9671		Computer Supplies & Software
5	01-049-000-0000-6402		39.99	ZTHY		Computer Supplies & Software
30	01-049-000-0000-6402		9.99	40w ac adapter		Computer Supplies & Software
39	01-049-000-0000-6402		128.50-	MS Store Credit		Computer Supplies & Software
88	01-049-000-0000-6402		11.99	max's headphones		Computer Supplies & Software
	5462 Bremer Bank (Elan ACH)		73.47		5 Transactions	
49	DEPT Total:		73.47	Information Technologies	1 Vendors	5 Transactions
52	DEPT			Administration		
	5462 Bremer Bank (Elan ACH)					
48	01-052-000-0000-6241		169.00	Osha law update		Registration Fee
38	01-052-000-0000-6625		523.30	camcorder / tripod		Office Equipment
	5462 Bremer Bank (Elan ACH)		692.30		2 Transactions	
52	DEPT Total:		692.30	Administration	1 Vendors	2 Transactions
90	DEPT			Attorney		
	5462 Bremer Bank (Elan ACH)					
33	01-090-000-0000-6208		195.00			Training/Education
103	01-090-000-0000-6332		63.40	forty club		Hotels / Motels
	5462 Bremer Bank (Elan ACH)		258.40		2 Transactions	
90	DEPT Total:		258.40	Attorney	1 Vendors	2 Transactions
110	DEPT			Courthouse Maintenance		
	5462 Bremer Bank (Elan ACH)					
28	01-110-000-0000-6422		53.93	Phone Case		Janitorial Supplies
	5462 Bremer Bank (Elan ACH)		53.93		1 Transactions	
110	DEPT Total:		53.93	Courthouse Maintenance	1 Vendors	1 Transactions
120	DEPT			Service Officer		

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
Invoice #			Paid On Bhf #	
5462 Bremer Bank (Elan ACH)				
63 01-120-000-0000-6205		21.99	thank you cards	Postage
41 01-120-000-0000-6405		21.99	surface pro 4 power supply	Office & Computer Supplies
5462 Bremer Bank (Elan ACH)		43.98	2 Transactions	
120 DEPT Total:		43.98	Service Officer	1 Vendors 2 Transactions
200 DEPT			Enforcement	
5462 Bremer Bank (Elan ACH)				
58 01-200-000-0000-6405		22.79	thumb drives	Office Supplies
59 01-200-000-0000-6409		433.91	scanner #206	Deputy Supplies
57 01-200-000-0000-6410		67.42	tactical pants	Clothing Allowance
32 01-200-000-0000-6511		44.80	#220 Gas	Gas And Oil
5462 Bremer Bank (Elan ACH)		568.92	4 Transactions	
14992 MN PEIP				
114 01-200-000-0000-6150		512.08	C. Everson Insurance	Health Insurance-Employer
14992 MN PEIP		512.08	1 Transactions	
200 DEPT Total:		1,081.00	Enforcement	2 Vendors 5 Transactions
252 DEPT			Corrections	
5462 Bremer Bank (Elan ACH)				
71 01-252-000-0000-6330		6.65	rasley -gas	Prisoner Transportation & Travel
77 01-252-000-0000-6330		18.70	avp transport	Prisoner Transportation & Travel
78 01-252-000-0000-6330		37.28	avp transport	Prisoner Transportation & Travel
13 01-252-000-0000-6405		145.58	squad cam mem cards	Office & Computer Supplies
42 01-252-000-0000-6405		146.14	jail supplies	Office & Computer Supplies
73 01-252-000-0000-6418		89.94	groceries	Groceries
72 01-252-000-0000-6420		10.68	paper plates	Kitchen Supplies
81 01-252-000-0000-6424		10.50	inmate supplies	Inmate Supplies
101 01-252-000-0000-6511		20.07	arco - gas	Gas And Oil
93 01-252-003-0000-6241		25.00	bca - delmore training	School Registration Fee
14 01-252-252-0000-6405		34.60	oatmeal	Prisoner Welfare
35 01-252-252-0000-6405		21.00	commissary items	Prisoner Welfare
79 01-252-252-0000-6405		21.00	inmate prizes	Prisoner Welfare
80 01-252-252-0000-6405		135.45	puzzles	Prisoner Welfare
94 01-252-252-0000-6405		25.07	garlic salt	Prisoner Welfare

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
5462 Bremer Bank (Elan ACH)		747.66	15 Transactions	
252 DEPT Total:		747.66	Corrections	1 Vendors 15 Transactions
253 DEPT			Sentence to Serve	
5462 Bremer Bank (Elan ACH)				
43 01-253-000-0000-6405		50.88	STS Coffee	Operating Supplies
104 01-253-000-0000-6405		270.95	gloves / grinders	Operating Supplies
5462 Bremer Bank (Elan ACH)		321.83	2 Transactions	
253 DEPT Total:		321.83	Sentence to Serve	1 Vendors 2 Transactions
257 DEPT			Community Corrections	
5462 Bremer Bank (Elan ACH)				
65 01-257-000-0000-6332		162.58	maccac	Hotel/Motel Lodging
64 01-257-000-0000-6339		8.98	maccac	Meals (Overnight)
66 01-257-000-0000-6405		287.23	maccac	Office Supplies
91 01-257-251-0000-6332		243.22	so training part 1	Hotel/Motel Lodging
92 01-257-251-0000-6332		243.22	so training part 2	Hotel/Motel Lodging
5462 Bremer Bank (Elan ACH)		945.23	5 Transactions	
257 DEPT Total:		945.23	Community Corrections	1 Vendors 5 Transactions
280 DEPT			Emergency Management	
5462 Bremer Bank (Elan ACH)				
90 01-280-000-0000-6511		15.00	em mngmt meeting	Gas And Oil
16 01-280-003-0000-6332		151.92	fortune bay - em mngmt trainin	Hotel / Motel Lodging
15 01-280-003-0000-6340		54.60	fortune bay - em mngmt trainin	Meals-Schooling
17 01-280-003-0000-6511		24.00	fortune bay - em mngmt trainin	Gas & Oil
5462 Bremer Bank (Elan ACH)		245.52	4 Transactions	
280 DEPT Total:		245.52	Emergency Management	1 Vendors 4 Transactions
390 DEPT			Environmental Health (FBL)	
5462 Bremer Bank (Elan ACH)				
70 01-390-000-0000-6231		540.00	Filemaker Pro License	Services, Labor, Contracts
5462 Bremer Bank (Elan ACH)		540.00	1 Transactions	

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 1 General Fund

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<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>
390	DEPT Total:		Environmental Health (FBL)	1 Vendors	1 Transactions
391	DEPT		Solid Waste		
	5462 Bremer Bank (Elan ACH)				
34	01-391-000-0000-6332		MACPZA Conf		Hotel / Motel Lodging
	5462 Bremer Bank (Elan ACH)			1 Transactions	
391	DEPT Total:		Solid Waste	1 Vendors	1 Transactions
1	Fund Total:		General Fund		58 Transactions

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 3 Road & Bridge

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
301 DEPT				
5462 Bremer Bank (Elan ACH)				
10 03-301-000-0000-6241		120.00		Fees/Prof/Misc
51 03-301-000-0000-6296		125.00		Meeting Expense/Physicals
87 03-301-000-0000-6400		379.90		Supplies And Materials
5462 Bremer Bank (Elan ACH)		624.90	3 Transactions	
301 DEPT Total:		624.90	R&B Administration 1 Vendors	3 Transactions
302 DEPT				
5462 Bremer Bank (Elan ACH)				
52 03-302-000-0000-6296		125.00		Meeting Expense/Physicals
11 03-302-000-0000-6449		3.23		Rd/Br Engr. Supplies
50 03-302-000-0000-6449		3.23		Rd/Br Engr. Supplies
5462 Bremer Bank (Elan ACH)		131.46	3 Transactions	
302 DEPT Total:		131.46	R&B Engineering/Construction 1 Vendors	3 Transactions
303 DEPT				
5462 Bremer Bank (Elan ACH)				
49 03-303-000-0000-6296		100.00		Meeting Expense/Physicals
86 03-303-000-0000-6590		34.19		Repair & Maintenance Supplies
5462 Bremer Bank (Elan ACH)		134.19	2 Transactions	
303 DEPT Total:		134.19	R&B Highway Maintenance 1 Vendors	2 Transactions
307 DEPT				
13228 Harddrives, Inc.				
117 03-307-000-0000-6262		71,135.89		Contract Payments
13228 Harddrives, Inc.		71,135.89	1 Transactions	
10295 Knife River Corp.-North Central				
115 03-307-000-0000-6262		955,846.61		Contract Payments
116 03-307-000-0000-6262		90,426.68		Contract Payments
10295 Knife River Corp.-North Central		1,046,273.29	2 Transactions	

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 12/17/18 2:08PM
 3 Road & Bridge

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

<u>Vendor Name</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>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
307 DEPT Total:		1,117,409.18	R&B Capital Infrastructure	2 Vendors	3 Transactions
3 Fund Total:		1,118,299.73	Road & Bridge		11 Transactions

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400 DEPT		Public Health Department		
5462 Bremer Bank (Elan ACH)				
67 05-400-400-0402-6405		31.95 ph - anti fatigue mat		Office Supplies
26 05-400-410-0413-6241		240.00 Wic - MN BF MTG Red		Meeting/Conference Registration Fee
69 05-400-410-0413-6330		18.00 WIC advisory meetign		Mileage/Parking
100 05-400-410-0413-6335		24.26 wic gas charges		Gas/Vehicle Fuel Charges
98 05-400-430-0403-6405		15.96 c&tc - Avery Labels		Office Supplies
44 05-400-430-0408-6330		6.00 MCH - regional meeting parking		Mileage/Parking
84 05-400-430-0408-6406		56.45 ph - fap mch levy hc activity		PH Program Related Supplies
29 05-400-440-0410-6241		9.12 Director Webinar		Meeting/Conference Registration Fee
37 05-400-440-0410-6402		1,499.00 Surface Book 2 - NL		Computer/Technology Supplies
95 05-400-440-0410-6402		29.99 ph - monitor desk mount		Computer/Technology Supplies
20 05-400-440-0410-6405		16.54 Pens		Office Supplies
24 05-400-440-0410-6405		34.40 Agency - Postage Meter Ink		Office Supplies
99 05-400-440-0410-6405		6.93 agency planners		Office Supplies
36 05-400-450-0451-6340		11.27 QI and CHA-CHIP training		Meal Reimbursement
5462 Bremer Bank (Elan ACH)		1,999.87	14 Transactions	
400 DEPT Total:		1,999.87	Public Health Department	1 Vendors 14 Transactions
420 DEPT		Income Maintenance		
8410 Bremer Bank				
112 05-420-650-0000-5832		50.00 nfs check	W. Annear	MA Recoveries
8410 Bremer Bank		50.00	1 Transactions	
5462 Bremer Bank (Elan ACH)				
19 05-420-600-4800-6239		470.00 NADA Lookup License		Software Fees/License Fees
29 05-420-600-4800-6241		18.81 Director Webinar		Meeting/Conference Registration Fee
68 05-420-600-4800-6332		1,006.40 MFWCAA conf lodging		Hotel/Lodging
1 05-420-600-4800-6340		10.95 MFWCA Conf Meal		Meal Reimbursement
2 05-420-600-4800-6340		12.12 MFWCA Conf Meal		Meal Reimbursement
6 05-420-600-4800-6340		53.30 MFWCAA - Conf Meals		Meal Reimbursement
18 05-420-600-4800-6340		14.93 MFWCAA Conf		Meal Reimbursement
20 05-420-600-4800-6405		34.12 Pens		Office Supplies
21 05-420-600-4800-6405		29.29 IM - Planner		Office Supplies
23 05-420-600-4800-6405		25.33 IM - Planner		Office Supplies
24 05-420-600-4800-6405		70.95 Agency - Postage Meter Ink		Office Supplies
96 05-420-600-4800-6405		31.95 im- anti fatigue mat		Office Supplies
99 05-420-600-4800-6405		14.31 agency planners		Office Supplies

Aitkin County



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
82	05-420-650-4406-6210		ma lodging		MA Access-Lodging
5462	Bremer Bank (Elan ACH)			14 Transactions	
420	DEPT Total:	1,932.12	Income Maintenance	2 Vendors	15 Transactions
430	DEPT		Social Services		
5462	Bremer Bank (Elan ACH)				
29	05-430-700-4800-6241	29.07	Director Webinar		Meeting/Conference Registration Fee
8	05-430-700-4800-6330	5.00	Human Serv Conf Parking		Mileage/Parking
25	05-430-700-4800-6332	420.15	Human Services Conf		Hotel/Lodging
46	05-430-700-4800-6332	288.08	ss- mh conf hotel		Hotel/Lodging
83	05-430-700-4800-6333	25.00	ss gas charge		Allocated Admin Mileage/Motorpool
7	05-430-700-4800-6340	12.72	Human Serv Conf Meals		Meal Reimbursement
45	05-430-700-4800-6340	19.98	ss- mssa policy summit		Meal Reimbursement
3	05-430-700-4800-6405	54.99	SS 3 ring binders		Office Supplies
20	05-430-700-4800-6405	52.72	Pens		Office Supplies
24	05-430-700-4800-6405	109.65	Agency - Postage Meter Ink		Office Supplies
99	05-430-700-4800-6405	22.11	agency planners		Office Supplies
22	05-430-710-3450-6020	27.98	Client Birthday Gift		Social & Recreational/Hippo Therapy
62	05-430-760-3160-6075	45.00	bus passes		Waiver & Ac Transportation
97	05-430-700-4800-6405	14.71	ph - address cards	BC	Office Supplies
5462	Bremer Bank (Elan ACH)	1,127.16		14 Transactions	
430	DEPT Total:	1,127.16	Social Services	1 Vendors	14 Transactions
5	Fund Total:	5,059.15	Health & Human Services		43 Transactions

JKK1
 12/17/18 2:08PM
 9 State

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	780 Bremer Bank					
119	09-000-000-0000-2025		49,149.19	deed tax		State's Share Of Deed Tax (97%)
118	09-000-000-0000-2026		26,187.88	mtg reg		State Share Of Mortgage Registry (97%)
	780 Bremer Bank		75,337.07		2 Transactions	
	8410 Bremer Bank					
113	09-000-000-0000-2058		25,949.88	State General Tax		State General Tax-Education
	8410 Bremer Bank		25,949.88		1 Transactions	
0	DEPT Total:		101,286.95	Undesignated	2 Vendors	3 Transactions
9	Fund Total:		101,286.95	State		3 Transactions

JKK1
 12/17/18 2:08PM
 10 Trust

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
923	DEPT		Forfeited Tax Sales		
	5462 Bremer Bank (Elan ACH)				
75	10-923-000-0000-6406		batteries		Field Supplies
	5462 Bremer Bank (Elan ACH)			1 Transactions	
923	DEPT Total:		51.97 Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		51.97 Trust		1 Transactions

JKK1
 12/17/18 2:08PM
 11 Forest Development

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
925	DEPT		Resource Management		
	5462 Bremer Bank (Elan ACH)				
31	11-925-000-0000-6273		seed from aitkin pet		Timber Improvement
	5462 Bremer Bank (Elan ACH)			1 Transactions	
925	DEPT Total:		Resource Management	1 Vendors	1 Transactions
11	Fund Total:		Forest Development		1 Transactions

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
521 DEPT				LLCC Administration
5462 Bremer Bank (Elan ACH)				
53 19-521-000-0000-6205		17.35		usps Postage
89 19-521-000-0000-6205		11.00		usps Postage
54 19-521-000-0000-6208		354.00		relc conf Training/Education
60 19-521-000-0000-6231		29.99		adobe cloud Services, Labor, Contracts
5462 Bremer Bank (Elan ACH)		412.34	4 Transactions	
521 DEPT Total:		412.34	1 Vendors	4 Transactions
522 DEPT				LLCC Education
8410 Bremer Bank				
105 19-522-000-0000-6217		33.55		Bambora Credit Card Fees
8410 Bremer Bank		33.55	1 Transactions	
5462 Bremer Bank (Elan ACH)				
12 19-522-000-0000-6416		37.78		Gloves/Laminating Film Education Supplies
55 19-522-000-0000-6416		20.00		crickets Education Supplies
61 19-522-000-0000-6416		51.58		materials / flagging tape Education Supplies
5462 Bremer Bank (Elan ACH)		109.36	3 Transactions	
522 DEPT Total:		142.91	2 Vendors	4 Transactions
524 DEPT				LLCC Maintenance
5462 Bremer Bank (Elan ACH)				
40 19-524-000-0000-6422		5.70		Janitorial Services/Supplies
56 19-524-000-0000-6422		203.87		drill / mop bucket Janitorial Services/Supplies
5462 Bremer Bank (Elan ACH)		209.57	2 Transactions	
524 DEPT Total:		209.57	1 Vendors	2 Transactions
19 Fund Total:		764.82		Long Lake Conservation Center 10 Transactions

JKK1
 12/17/18 2:08PM
 21 Parks

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	<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>
520 DEPT			Parks	
8410 Bremer Bank				
106 21-520-000-0000-5510		55.00	camping refund	Co. Parks Campground Fees
8410 Bremer Bank		55.00	1 Transactions	
5462 Bremer Bank (Elan ACH)				
74 21-520-000-0000-6620		2,795.75	2019 trailer	Auto, Trailers, Snowmobiles
5462 Bremer Bank (Elan ACH)		2,795.75	1 Transactions	
520 DEPT Total:		2,850.75	Parks	2 Vendors 2 Transactions
21 Fund Total:		2,850.75	Parks	2 Transactions
Final Total:		1,236,682.21	37 Vendors	129 Transactions

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	8,313.34	General Fund	
	3	1,118,299.73	Road & Bridge	
	5	5,059.15	Health & Human Services	
	9	101,286.95	State	
	10	51.97	Trust	
	11	55.50	Forest Development	
	19	764.82	Long Lake Conservation Center	
	21	2,850.75	Parks	
	All Funds	1,236,682.21	Total	Approved by,
			
			



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: 4-H Science of Engineering Design Team

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input 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>
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Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Susanne Hinrichs, Regional Director	Estimated Time Needed: 10-15 minutes
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Summary of Issue:

Susanne Hinrichs will introduce the Science of Engineering Design Team to the Board who will talk about their effort and demonstrate the simple yet complex machine that they built.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

None.

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:



Board of County Commissioners Agenda Request

3B
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Request to Fill Committee Openings

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

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 minutes
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Summary of Issue:

The following committees have openings. Applications have been included for your review.

1. Board of Adjustment - One opening in District 3. Two applications have been received.
2. Natural Resources Advisory Committee - Three total openings. 1 opening in District 5 and 2 At Large. Four applications have been received.

Also attached are memos from Peter Gansen, Assistant Zoning Administrator and Rich Courtemanche, Land Commissioner.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Make appointments to fill the one opening for BOA and the three openings for NRAC

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:*

Peter Gansen

Subject: Board of Adjustments District 3 Recommendation

Dear Aitkin County Board of Commissioners:

This memo is in regard to the current open position for the District 3 Board of Adjustment appointment.

In summary the Board of Adjustment for Aitkin County consists of 5 persons appointed by the Board of County Commissioners. The members terms are for 3 years.

The duties of the Board of Adjustment members include:

Hearing appeals of decisions rendered by the Zoning Administrator, interpreting unclear provisions in the zoning ordinances and deciding on variance applications by landowners to permit buildings or land uses which vary from the zoning regulations.

After reviewing the applications our office recommends Charles Christensen for the District 3 Board of Adjustment opening.

This recommendation is based on the applicant's prior work experience, community service and education.

If you have any additional questions about the duties, process or functionality of our Board of Adjustment please feel free to contact me anytime.

Thank you,
Peter Gansen
Assistant Zoning Administrator
Aitkin County
1-218-924-7342

NEWS RELEASE

AITKIN COUNTY HAS AN OPENING ON THE FOLLOWING COMMITTEE:

1. Aitkin County Board of Adjustment
 - Commissioner District 3 (One opening)

Reviews variance applications and interpretations from Aitkin County Zoning Ordinances. Individuals will participate in public hearings for reviewing variance applications from Aitkin County Zoning Ordinances. Meetings are held the first Wednesday of each month at 4:00 P.M.

Applications will be accepted until Noon on December 7, 2018, or until filled. The position will start the first meeting of January 2019. Terms are three years. Applications can be found on the Aitkin County website, picked up at the Environmental Services/Planning & Zoning Office, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications during a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Terry Neff, Environmental Services Director at 218-927-7342.

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

AITKIN COUNTY BOARD of Adjustment

AITKIN COUNTY COMMISSIONER DISTRICT 3

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Glen Township Supervisor, 2010 - present

Education - BACHELOR of Science, 1979, Western Ill University

RETIRED Police officer (MINNEAPOLIS 1986-2006)

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

Charles Christensen
Signature of Applicant

12-6-2018
Date

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

Is this application submitted by appointing authority? Yes _____ No

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

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

NAME OF APPLICANT: CHARLES CHRISTENSEN

STREET ADDRESS OF APPLICANT:
30535 283rd LANE
Aitkin, MN 56431

PHONE NUMBERS:
DAYS 320-684-2013
EVENINGS 320-684-2013

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Board of adjustment

AITKIN COUNTY COMMISSIONER DISTRICT 3

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have been a resident of Kimberly
Twp all my life. I have raised beef
cattle since 1953. To the present time.
I have a good knowledge of Aitkin County.
In my lifetime I have seen many of
our backland river changes because of poor
septic systems and the Board of adjusters can
change that.

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

Richard E. Bright
Signature of Applicant

Dec 10 - 2018
Date

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

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

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

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 134, Aitkin, MN 56431**

NAME OF APPLICANT: Richard Bright

STREET ADDRESS OF APPLICANT:
36505 Mature Ave
Aitkin, Minn. 56431

PHONE NUMBERS:
DAYS 218-549-3245
EVENINGS 218-549-3245

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term #: _____

MEMO - Aitkin County Land Department

To: Aitkin County Board of Commissioners
From: Rich Courtemanche
CC: Jessica Seibert, County Administrator
Date: 12/13/2018
Re: NRAC Appointments



I have reviewed the applications for the three openings on the Natural Resource Advisory Committee (NRAC). Aitkin County received four applications for three positions. Currently there is one position open from District 5 (Anne Marcotte's District) and two at-large positions.

Dave Lange and Galen Tveit are two eligible candidates from District 5. Galen Tveit has an excellent attendance record and participates in the meetings. In addition, I had the chance to interview Dave Lange today and his interest is sincere stemming from hopes from economic opportunities and recreation. Both are excellent candidates and I defer to the County Board to make a decision for the District 5 choice.

Regarding the At-Large openings, Kevin Insley has been on the NRAC Board for 6 years. Kevin has an excellent attendance record but does not orally participate at meetings. James Berg (Workman Township) provided a detailed application and has concerns of timber utilization, recreation, and environmental issues. I would like the County Board to consider appointing Jim Berg and Galen Tveit to the NRAC as at-Large members.

I will be present at the December 18th County Board Meeting to answer your questions regarding these appointments.

If you have questions prior to the meeting, please contact me at 218-927-7364 or by email, rich.courtemanche@co.aitkin.mn.us.

NEWS RELEASE

AITKIN COUNTY HAS THREE OPENINGS ON THE FOLLOWING COMMITTEE:

Natural Resources Advisory Committee

- **District 5 (One opening)**
- **At Large (Two openings)**

Terms are for 4 years, beginning in January

Per diem and mileage @ County rate

Meets 2nd Monday of the month

Approximately 11 meetings per year

- usually evenings @ 6:30 PM at Long Lake Conservation Center
- including at least one daytime field tour

Advises the County Board on matters relating to...

Forest management

- Forest Planning
- Timber Harvesting
- Environmental Issues (wildlife, water quality, invasive species, etc.)

Recreation management

- Campgrounds
- Recreation trails
- Long Lake Conservation Center

Land Asset management

- Classification of Tax Forfeited lands
- Land Sales/Exchanges/Easements
- Extraction/mining

Applications will be accepted until Noon on December 11, 2018, or until filled. The position will start the first meeting of January 2019. Applications can be found on the Aitkin County website, picked up at the Land Department Office, or mailed to you if requested.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at a County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Rich Courtemanche, Aitkin County Land Commissioner, at 218-927-7364.

Please contact Sue Bingham at 218-927-3093 for any questions concerning this news release that you will not bill to the County. Thank you.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have been the Chairman of Workman Township for the past nine years. The activities and experiences in this position has made me much more concerned about environmental issues such as water quality and wildlife management. I certainly have views on forest planning and the promotion of quality timber forests. I am concerned about the work we see in much of our tree growth. I feel we need to promote much more recreational activities in our county.

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

James M. Berg
Signature of Applicant

12-6-18
Date

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

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

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

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

NAME OF APPLICANT: James (Jim) Berg

STREET ADDRESS OF APPLICANT:
22261 51st Lane
MCGregor, MN 55760-5485

PHONE NUMBERS:
DAYS 218 426-3634
EVENINGS 218 426-3634

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

NOV 02 2018

AITKIN COUNTY COMMISSIONER DISTRICT _____

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I have been on this Board for
6 yrs

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

KE Jley
Signature of Applicant

11-29-18
Date

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

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

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

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW – Room 134, Aitkin, MN 56431**

NAME OF APPLICANT: KEVIN INSLEY

STREET ADDRESS OF APPLICANT:
230 1ST AVE NE #301
AITKIN, MN 56431

PHONE NUMBERS:
DAYS 218-330-9286
EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT _____

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

Hill City City Council Till 12/31/18, Aitkin Co. C.O.P. Board current
Blandin Leadership Program 2008, Past member MNIA
environmental concerns committee, Certified Erosion + Stormwater
management Installer + site Management May 2021, Mn DOT Certified
Landscape Specialist 4/30/21, Certified Hydraulic Erosion Control 4/11/2020
Aitkin County Lifetime resident, Lake service provider/Invasive
Species

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


Signature of Applicant

11-30-18
Date

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

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

Is this application submitted at the suggestion of appointing authority? Yes No _____
ANN Marcotte, Dis. S. Commissioner

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

NAME OF APPLICANT: DAVID LANGE

STREET ADDRESS OF APPLICANT:

505 10th Ave. West
Hill City, Minn 55748

PHONE NUMBERS

DAYS 218-380-6939

EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

NATURAL Resources Advisory committee

AITKIN COUNTY COMMISSIONER DISTRICT 5

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I HAVE Framed, log and worked in the saw mill with my sons
we sawed for 20 yrs. I logged and framed for 50 yrs.

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

Galen Tveit
Signature of Applicant

11-20-18
Date

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

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

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

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW – Room 134, Aitkin, MN 56431**

NAME OF APPLICANT: Galen Tveit

STREET ADDRESS OF APPLICANT:
54446 US Hwy 169
Palisade MN 56469

PHONE NUMBERS:
DAYS _____
EVENINGS _____

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term #: _____



Board of County Commissioners Agenda Request

3C
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Aitkin County Capital Improvement Plan: 2019-2023

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input 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*

**provide copy of hearing notice that was published*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 minutes
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Summary of Issue:

Attached for discussion and Board approval is the proposed Aitkin County Capital Improvement Plan: 2019-2023.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve.

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:*

AITKIN COUNTY -- CAPITAL IMPROVEMENT PLAN: 2019 - 2023

		Values					5-YR Total
		-2019-	-2020-	-2021-	-2022-	-2023-	
Assessor							
	Transportation						
	Appraiser Vehicle	0	16,000	0	17,000	18,000	51,000
	Tech						
	DCS Software	5,000	0	0	0	0	5,000
Auditor							
	Equipment						
	AutoMARKS and M100's	50,000	50,000	50,000	50,000	50,000	250,000
Buildings & Facilities							
	Buildings						
	LED Lights outside of buildings	0	5,000	0	0	0	5,000
	Motor Pool Garages (2) - Replace	0	0	100,000	100,000	0	200,000
	Replace Rubber Roof (7500 sf)	0	45,000	0	0	0	45,000
	Courthouse Front Steps /IT Window Repair	75,000	0	0	0	0	75,000
Community Corrections							
	Transportation						
	Used Vehicle from Sheriff Dept	0	5,000	0	0	0	5,000
Environmental Services							
	Transportation						
	Auto - Planning & Zoning	15,000	0	0	0	0	15,000
	Auto - Solid Waste/ P&Z - Shared	0	15,000	0	0	0	15,000
	Auto - Food, Beverage & Lodging	0	0	15,000	0	0	15,000
Health & Human Services							
	Equipment						
	Security Key Card Access	19,000	0	0	0	0	19,000
	Buildings						
	Heating Controls at HHS - Replace	10,000	0	0	0	0	10,000
	HHS Exterior Doors (2) - Replace	0	8,000	0	0	0	8,000
	Lunchroom/Meeting Room Divider	0	0	9,000	0	0	9,000
	HHS - three (3) new offices	10,000	0	0	0	0	10,000
	HHS - Flat Roof	0	20,705	0	0	0	20,705
	HHS Windows - Replacement	0	0	0	0	40,000	40,000
	HHS HVAC - Upgrade	0	0	30,000	0	0	30,000
	HHS Brick Repair	0	0	0	10,000	0	10,000
	Lunchroom/Meeting Room Cabinets	0	0	0	6,000	0	6,000
	Communications						
	Update Phone System	5,000	0	0	0	0	5,000
IT							
	Tech						
	AD Server x 2 - DC1 & DC2	0	18,000	0	0	0	18,000
	Highway Server	0	0	0	9,000	0	9,000
	Server - Coatty	0	0	9,000	0	0	9,000
	Server - Image	0	9,000	0	0	0	9,000
	Switches (x 6)	0	0	28,000	0	0	28,000
	VDI (expanding)	11,000	0	0	0	0	11,000
	Virtual Host Server - Tiamat	8,000	0	0	0	0	8,000
	Virtual Host Server - VDI or Hydra	0	0	0	9,000	0	9,000
	GIS Servers - Web & DB Sequel Server	0	0	0	19,000	0	19,000
	Assureon Replacement (storage for scanned documents)	0	0	61,000	0	0	61,000
	Server - Cerberus	0	0	9,000	0	0	9,000
	Storage	40,000	0	0	0	0	40,000
	Back up Device	0	0	0	0	40,000	40,000
Roads & Bridges							
	Equipment						
	Unit #032 - Felling Trailer	0	0	0	30,000	0	30,000
	Unit #126: 2000 Ford Single Axle	0	0	180,000	0	0	180,000
	Unit #128: 2001 Sterling LT9511	0	0	200,000	0	0	200,000
	Unit #131: 2001 Sterling LT9511	0	0	0	200,000	0	200,000
	Unit #133: 2007 Mack CV713	190,000	0	0	0	0	190,000
	Unit #134: 2007 Mack CV713	180,000	0	0	0	0	180,000
	Unit #212: Cat 140G Motor Grader	0	225,000	0	0	0	225,000
	Unit #304 - Ulrich Shoulder Mach	15,000	65,000	0	0	0	80,000

Roads & Bridges	Equipment	Unit #350: John Deer Tractor/Mower	0	0	0	75,000	0	75,000
		Unit #370: Cat 312 Excavator	0	80,000	0	0	0	80,000
		Unit #389: Ford Loader/Backhoe	0	0	0	50,000	0	50,000
		Unit #391: Cat 938F Loader	0	0	140,000	0	0	140,000
		Unit #500: Ranco Belly Dump	0	50,000	0	0	0	50,000
		Unit #127: 2000 Ford Axle Dump Truck	85,000	0	0	0	0	85,000
		Unit #136: International Tandem Axle Dump Truck	0	0	0	50,000	160,000	210,000
		Unit #019: 2006 Roscoe SweepPro	0	0	0	60,000	0	60,000
		Unit #066: 2003 Honda Water Pump	0	4,000	0	0	0	4,000
		Unit #300: 2011 Terex Brush Machine	0	0	0	0	80,000	80,000
		Unit #211: Cat Motor Grader	0	0	0	0	240,000	240,000
		Unit #810: 2009 Husqvarna Zero Turn Mower	0	4,000	0	0	0	4,000
		Unit #394: 2002 John Deere Tractor Mower	25,000	0	0	0	0	25,000
		Unit #029: 1991 Felling Trailer	0	8,000	0	0	0	8,000
		Aitkin Fuel Tank Replacement	0	0	0	100,000	0	100,000
		Unit #732: Leica Total Station	0	0	0	0	40,000	40,000
			Transportation					
		Unit #448: 2004 Ford F-150 4x4	0	24,000	0	0	0	24,000
		Unit #453 2008 Ford F-250 (with lift)	0	0	0	0	30,000	30,000
		Unit #454: 2008 Ford F-150	0	0	0	26,000	0	26,000
		Unit #456: 2008 Ford F-350 Flatbed	0	0	0	30,000	0	30,000
		Unit #467: 2007 Ford F-150 4x4 Styleside	0	0	24,000	0	0	24,000
		Unit# 465: 2012 Chevy Mechanic Truck	0	58,000	0	0	0	58,000
		Unit #462: Chevy 2500	0	0	0	15,000	0	15,000
		Unit #468: 2007 Ford F150	0	0	0	0	15,000	15,000
		Unit #469: 2005 Ford F150	0	0	0	15,000	0	15,000
		Unit #470: 2006 GMC 1500	0	0	0	15,000	0	15,000
	Buildings							
		Aitkin Area Maint Facility: Office Renovation/Addition	100,000	100,000	100,000	0	0	300,000
		Palisade Cold Storage Building	0	30,000	30,000	0	0	60,000
		Swatara Shop Heating System Modification	30,000	0	0	0	0	30,000
	Tech							
		Unit #644: Computer Maintenance Foreman	0	12,000	0	0	0	12,000
		Unit #786: Engineering Tech Desktop Computers - 4	0	0	6,000	0	0	6,000
		Unit #787: Engineering Tech Laptops - 4	0	0	0	0	8,000	8,000
Sheriff's Department								
	Equipment							
		ATV	12,000	0	0	0	0	12,000
	Transportation							
		Annual Squad Car	115,000	130,000	135,000	140,000	145,000	665,000
		STS Van	0	0	40,000	0	0	40,000
	Buildings							
		Vinyl Tile - Booking Area	10,500	0	0	0	0	10,500
		Vinyl Tile - Sheriff Lobby	14,600	0	0	0	0	14,600
	Communications							
		Radio Fleet Upgrade - Enforcement	0	155,000	0	0	0	155,000
		Radio Fleet Upgrade - Jail	0	0	0	54,000	0	54,000
Human Resources								
	Tech							
		NeoGov Software	12,100	12,300	12,500	12,700	12,900	62,500
Recorder								
	Tech							
		KIP Scanner	40,000	0	0	0	0	40,000
Land (LLCC)								
	Equipment							
		ATV	0	0	10,000	0	0	20,000
		Survey Equipment	30,000	0	0	0	0	30,000
	Transportation							
		4x4 Pickups (4)	50,000	0	55,000	0	0	105,000
		4x4 Pickup (Snow plow)	0	15,000	0	0	0	15,000
		Snowmobile	0	8,000	8,000	0	0	16,000
	Buildings							
		Restrooms - Snake River	7,500	0	0	0	0	7,500
		Restrooms - Jacobson	0	7,500	0	0	0	7,500
	Tech							



Aitkin
County

Board of County Commissioners Agenda Request

30
Agenda Item #

Requested Meeting Date: December 18, 2018

Title of Item: Adopt 2019 Budget, Levy, and Supporting Resolutions

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

**provide copy of hearing notice that was published*

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 minutes
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Summary of Issue:

Please adopt the following resolutions:

- 2019 Levy
- 2019 Budgets
- 2019 ACSW and Snake River Watershed Appropriations
- 2019 ECRL Levy
- 2019 Boat & Water Safety Agreement Grant
- 2019 Non-Levy Budgets
- 2019 Unorganized Townships
- Unorganized Road & Bridge Transfers
- 2018 Ditch Fund Budgets
- County Ditch and County Development Transfers
- 2018 Budget Amendments & Reserve Funds

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Adopt resolutions.

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:*

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2019 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$8,519,890
Road and Bridge Fund	\$2,441,169
Solid Waste	\$210,014
Health & Human Services Fund	\$2,803,220
County Parks	\$15,000
Debt Service	\$748,456
Total:	\$14,737,749

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 Budgets

BE IT RESOLVED, that the following 2019 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$14,287,720	\$0	\$14,287,720
Road and Bridge	\$9,563,099	\$0	\$9,563,099
Health & Human Service	\$6,806,971	\$400,000	\$7,206,971
Parks	\$437,324	\$42,986	\$480,310
Debt Service	\$748,456	(\$579,548)	\$168,908
Total:	\$31,843,570	(\$136,562)	\$31,707,008

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

FIVE MEMBERS PRESENT

All Members Voting

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 ACSW and Snake River Watershed Appropriations

BE IT RESOLVED, that the budget and appropriation in the amount of \$143,254 be set for 2019 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$45,220 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 ECRL Levy

BE IT RESOLVED, that the amount of \$233,220 be budgeted and levied for the year 2019 for the East Central Regional Library.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 Boat & Water Safety Agreement Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2019 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$93,124 for a term January 1, 2019 to December 31, 2019.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$100		
Boat & Water Grant	\$28,375		
Totals:	\$28,475	\$64,649	\$93,124

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2019:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$339,000	(\$39,515)	\$299,485
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,450,000	(\$341,029)	\$1,108,971
Forest Resource	\$0	\$0	\$0
Resource Management	\$319,787	\$56,332	\$376,119
Memorial Forest	\$0	\$0	\$0
Forest Road	\$76,342	\$5,085	\$81,427
Gravel Pit	\$0	\$0	\$0
County Surveyor	\$598,854	\$60,782	\$659,636
Missing Heirs	\$0		\$0
MCIT	\$2,000	(\$2,000)	\$0
Collaborative Grant	\$70,500	(\$15,500)	\$55,000
Environmental Trust	\$15,000		\$15,000
LLCC	\$731,863	(\$1,323)	\$730,540

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2019 Unorganized Townships

BE IT RESOLVED, that the following 2019 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$42,050		\$42,050
Unorganized Cemetery	\$2,700		\$2,700

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

Unorganized Road & Bridge Transfers

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred form the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$36,418.09
45-24	\$10,812.86
47-24	\$9,497.52
52-24	\$10,713.64
50-25	\$6,252.45
51-25	\$622.50
52-25	\$5,573.56
50-26	\$1,849.69
48-27	\$7,485.38
49-27	\$7,361.85
50-27	\$676.25
51-27	\$270.00
52-27	\$8,408.29

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2018 Ditch Fund Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2018:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$189		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$1,335
Co Ditch 24	7-351	\$0		\$331
Co Ditch 28	7-356	\$0		\$0
Co Ditch 30	7-352	\$403		\$0
Co Ditch 34	7-357	\$0		\$465
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$4,068
St Ditch 63	7-362	\$0		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$370
Diversion Channel	7-373	\$0		\$0
Co Ditch 23	7-354	\$0		\$555
Co Ditch 25	7-355	\$0		\$185
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$0
Co Ditch 43	7-366	\$0		\$0
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$355
Co Ditch 14	7-	\$0		\$505

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

County Ditch and County Development Transfers

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

None

BE IT FURTHER RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 2	\$370.10
County Ditch 21	\$1334.52
County Ditch 23	\$555.00
County Ditch 24	\$330.84
County Ditch 25	\$185.00
County Ditch 34	\$465.28
County Ditch 37	\$4068.22
County Ditch 38	\$355.00
County Ditch 88	\$505.10

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

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator

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

ADOPTED December 18, 2018

By Commissioner: xx

20181218-0xx

2018 Budget Amendments & Reserve Funds

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following 2018 budget amendments:

Dept. 042 – Treasurer	Move \$1,642.00 from 6625 to 6405
Dept. 044 – Central Services	Move \$9,000 from 6231 to Dept. 053 (Human Resources) 6208
Dept. 052 - Administration	Move \$2,000 from 6232 to 6625
Dept. 052 - Administration	Move \$5,000 from 6232 to Dept. 110 (Courthouse Maintenance) 6231

BE IT FURTHER RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in Reserve Funds for fiscal year end 2018:

2018 Reserve Requests

Department	Current Reserve Balance	2018 Reserve Request	Purpose
Assessor - Equipment	\$ 34,413.06		
Elections-Voting Equipment	\$ 50,000.00	\$ 50,000.00	Election Equipment
Attorney-Murder Trial	\$ 10,000.00	\$ -	Trial Expenses
Sheriff-Technology	\$ 48,050.39	\$ -	Technology Equipment
Sheriff-Posse	\$ 4,754.34	\$ -	Equipment/Training
Sheriff-Forfeiture	\$ 11,831.00	\$ -	
Sheriff-Enforcement		\$ 61,000.00	Squad Cars
Sheriff-Snowmobile		\$ 4,000.00	Snowmobile
Sheriff-Buildings & Structures		\$ 30,000.00	Future Capital Repairs
Canine Replacement	\$ 6,000.00		K-9 Replacement
FBL Vehicle	\$ 17,500.00		Vehicle Replacement
Tourism Fund	\$ 1,000.00		Walleye Tank Project
Buildings - Capital	\$ 8,091.00	\$ 45,000.00	Capital Building Repairs
Maintenance - Part - Time Salaries		\$ 25,000.00	Full Time Custodian
IT - Staff Training	\$ 12,850.00	\$ 5,000.00	County-Wide Training
IT - Networking Equipment	\$ 12,998.59	\$ 23,000.00	Exchange Email
Central Services	\$ 35,469.00		Scanning
HR - Staff Training		\$ 6,000.00	Top 20 Training
Maintenance - Service/Labor/Contracts		\$ 5,000.00	Facilities Planning
Court Administration - Office Equipment		\$ 15,000.00	Jury Seating/ Technology Equipment
Central Services - Service/Labor/Contracts		\$ 10,000.00	RT Vision IFS Upgrade
HR - Staff Training		\$ 3,000.00	Lean Process Training
TOTAL	\$ 274,155.97	\$ 288,000.00	

Health & Human Services

BLDG Account	\$ 50,000.00	Building Renovations
	\$ 40,000.00	Heating System work
TOTAL	\$ 364,155.97	\$ 288,000.00

**Current reserve balances are requested to transfer to fiscal year 2019.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA}
COUNTY OF AITKIN}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 18th day of December 2018, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 18th day of December 2018

Jessica Seibert
County Administrator



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: 12/18/2018

Title of Item: Adopt Personnel Policy Update

<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)	<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: HR Department
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 minutes
Summary of Issue: Personnel policies are updated on an ongoing basis, as needed. The attached proposed changes were reviewed by Department Heads at the 12/12/2018 DH meeting. Highlights are summarized below for your convenience: *Pattern settlement benefits were updated. i.e. Life insurance, personal leave, bereavement leave, Christmas Eve 4 hours if Mon-Thurs., etc. *Recruitment language was updated to include application forms and job descriptions are available in HR, electronic submission of aps, late applications will not be considered when a specific ad deadline is published, resumes cannot be substituted for the county application form, and interview teams are typically comprised of the supervisor, department head, and HR Director or designee. *Discipline documents shall be filed in the employee's personnel file. Employee receives a hand-delivered copy of any disciplinary documents. *2-week staff resignation notice required. *The term 'VEBA' was added where HSA was included so employees on Medicare can also receive the employer's annual contribution into a VEBA (instead of HSA, which cannot be contributed to when the employee is on Medicare). *Health insurance starts on date of hire for employees who start on the 1st of the month. (Rather than on the 1st of the month following date of hire.)		
Alternatives, Options, Effects on Others/Comments: If you have any questions or require additional information prior to the meeting, please feel free to contact me.		
Recommended Action/Motion: Motion to adopt the attached Personnel Policy, effective January 1, 2019.		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Will be distributed electronically to staff and retained on the Intranet.		

Aitkin County

Personnel Policy

Adopted: July 28, 2015
Updated: January 1, 2019

Style Definition: Heading 3: Indent: Left: 0.5"

Style Definition: Heading 4

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

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

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

Page numbers, subdivision numbers, job class appendix, etc. will be reviewed and updated as needed on the final copy.

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ARTICLE I INTRODUCTION

Section A. Purpose

It is the purpose of this Personnel Policies and Procedures Manual to provide a uniform, comprehensive and effective system of personnel administration in Aitkin County and to establish procedures which will serve as a guide to administrative action concerning personnel activities and transactions.

It is the further purpose of this Personnel Policies and Procedures Manual to ensure:

- (a) A spirit of confidence and cooperation between the Board and its employees.
- (b) That all appointments and promotions to positions in the County service shall be made on the basis of job-related qualifications.
- (c) That position classification and compensation plans shall be adopted which will conform to the principle of like compensation for like work.
- (d) That the citizens of Aitkin County can be assured that their best interests are being served by the employment of the most qualified personnel available.
- (e) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

Section B. Adoption

Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on ~~December 18, 2018, with revisions to be effective on January 1, 2019~~. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.

Deleted: July 28, 2015

Deleted: or on the revised date that appears on the policy

Subd. (2) Upon approval by the County Board, this Personnel Policies and Procedures Manual shall supersede all existing policies or rules that in any way conflict with these Personnel Policies and Procedures. The 2015 Non-union Compensation Guidelines shall become null and void and are also superseded by this policy update.

Subd. (3) To the extent that federal or state statutes or regulations change, this Personnel Policies and Procedures Manual shall be construed as consistent with those changes.

Section C. Administration Of The Manual

Subd. (1) Copies of this Personnel Policies and Procedures Manual shall be made available to all employees, appointing authorities, and interested union representatives. Copies of this Manual shall be on file in the Administration Department, Human Resources Office, and shall be available for public review upon request.

Subd. (2) The Aitkin County Board of Commissioners, through the County Administrator shall administer this Personnel Policies and Procedures Manual.

Subd. (3) The County Administrator or designee shall provide the necessary forms and reports for all personnel changes in the County under this Personnel Policies and Procedures Manual.

Subd. (4) This Manual may be amended whenever such an amendment is deemed necessary. Changes to the manual may be initiated by:

- (a) The County Board
- (b) The County Administrator
- (c) A Department Head

Subd. (5) All proposed changes shall be referred to the County Administrator who shall make a recommendation to the County Board within a reasonable amount of time. Upon receipt of the County Administrator's recommendation, the County Board may approve or reject the changes. The initiator of the change will be informed in writing of the status of the proposed change and anticipated time frame for a County Board response.

Deleted: The Labor Management Committee

Section D. Savings Clause

In the event any provision of this Personnel Policies and Procedures Manual shall be held to be contrary to law by a court of competent jurisdiction, from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be null and void. All other provisions shall continue in full force and effect.

Section E. Departmental Rules

Subd. (1) In accordance with this Personnel Policies and Procedures Manual, each Department Head may establish a set of rules. Such rules shall be established for the purpose of handling personnel matters particular to the department concerned and shall be governed by this Personnel Policies and Procedures Manual.

Subd. (2) The Department Head is responsible to ensure that departmental rules remain in compliance with County policies and procedures, including but not limited to this Personnel Policies and Procedures Manual.

Subd. (3) Insofar as departmental personnel administration rules do not conflict with this Personnel Policies and Procedures Manual, they may be approved by the Department Head with the advice and consent of the County Administrator. Departmental rules which conflict with this Manual, but are necessary for the efficient and effective operations of the Department, may be presented to the County Board for consideration. The County Board must approve rules which conflict with this Manual prior to their implementation.

Section F. Collective Bargaining Agreements

Subd. (1) Employees who are subject to collective bargaining agreements as negotiated in accordance with the Public Employment Labor Relations Act, Minnesota Chapter 179A shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such collective bargaining agreements.

Subd. (2) Aitkin County collective bargaining agreements recognized by the Minnesota Bureau of Mediation Services include:

- (a) Teamsters General Local Union No. 346 (Supervisory Unit)
- (b) Teamsters General Local Union No. 346 (Licensed Essential Unit)
- (c) Teamsters General Local Union No. 346 (Non-Licensed Essential Unit)
- (d) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 667 (Courthouse Unit)
- (e) American Federation of State, County and Municipal Employees, AFL-CIO, Local Union No. 1283 (Health & Human Services Unit)
- (f) International Union of Operating Engineers, Local #49

Section G. Other Agreements:

Employees who are subject to an individual agreement with the County Board shall be exempt from those provisions of this Manual which are inconsistent with the provisions of such an agreement.

Section H. Management Rights

The County Board retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish work schedules, and to perform any inherent managerial function not specifically limited to by current collective bargaining agreements, this Personnel Policies and Procedures Manual, County Board resolutions, and state and federal statutes.

ARTICLE II DEFINITION OF TERMS

The following words and phrases in the Personnel Policies and Procedures Manual shall have the meaning as indicated.

Anniversary Date - The first day of work with the County shall be the employee's date of hire and shall become the employee's anniversary date. This date is used for the determination of eligibility for benefits and some benefit levels. An employee's anniversary date will remain the same, unless he or she has an unpaid leave of absence from work of 31 calendar days or more. If an employee has such a leave of absence, his or her anniversary date will be adjusted forward by the number of days leave beyond 30 calendar days. The new date will become the employee's "adjusted" anniversary date. The employee's date of hire will remain the same, regardless of any time away from work. A leave of absence of 30 calendar days or less will not affect the employee's anniversary date. An employee's anniversary date may also be adjusted when he or she is promoted, demoted, or transferred to a new job classification within the County. Employees who terminate, and are rehired at a later date, will start their employment over with a new hire date and anniversary date.

Arbitration - The process of submitting a dispute or an unresolved grievance to an impartial third party for a binding decision.

At-Will Employee - The employer is free to terminate an employee for any reason or for no reason at all, as long as it is not an unlawful reason. The employee is also free to terminate employment at any time.

Background Check - Verification of information provided on application, resume, or during an interview and a review of criminal records. The individual must sign a release of information form.

Bargaining Unit - A group of employees with a clear and identifiable community of interests who are represented by a labor union in collective bargaining and other dealings with management. The bargaining unit is defined and set forth in the Certification of Exclusive Representative issued by the Minnesota Bureau of Mediation Services.

Class - One or more positions sufficiently similar with respect to duties and responsibilities; that the descriptive title may be used with clarity to designate each position allocated to the class; that the same general performance qualifications are applicable or that the same level of compensation can be applied.

Classification - The act of grouping positions into classes with regard to duties, educational requirements, and responsibilities.

Compensatory Time Off - Paid time off given to reimburse an employee for extra time or effort expended in lieu of overtime pay.

Confidential Data on Individuals - Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

Confidential Employee - An employee who as part of the employee's job duties: (1) is required to access and use labor relations information; or (2) actively participates in the meeting and negotiating on behalf of the public employer.

County Board - The elected Aitkin County Board of Commissioners.

Department Head - A director of a County department as designated by the Board of Commissioners or elected to a County office by the public. Department Heads are considered exempt from the requirements of the Fair Labor Standards Act and are excluded from the Minnesota Veterans Preference Act in discipline, discharge or job elimination. Department Heads are defined as follows:

Appointed: County Administrator County Assessor County Engineer Economic Development/Forest Industry Coordinator Environmental Services Director Health and Human Services Director Human Resources Director IT Director Land Commissioner	Elected: County Attorney County Auditor County Recorder County Sheriff County Treasurer <i>Elected officials are excluded from provisions of this Personnel Policies and Procedures Manual, such as Employee Benefits, except for insurance, and other provisions as noted within as well as any section pre-empted by their duties and privileges in accordance with Minnesota Statutes.</i>
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Employee - A person holding a paid position within the County.

Employer - County of Aitkin.

Essential Employee - Firefighters, peace officers subject to licensure under Minnesota Statutes Sections §626.84 to §626.863, 911 system and police and fire department public safety dispatchers, guards at correctional facilities, confidential employees, supervisory employees, assistant County attorneys, assistant city attorneys, principals, and assistant principals.

Exempt Employee - All bona fide professional, administrative, and executive employees who do not receive overtime and are exempt from the requirements of the Fair Labor Standards Act.

Exit Interview - A structured interview conducted at the time of separation from employment.

Flex Schedule - A scheduling plan that permits employees to provide input regarding their work hours while meeting the needs of the County and with Department Head approval.

Full-time - Employees scheduled to work the normal workweek of the organization.

Job Description - See Position Description.

Job Evaluation - A systematic way of determining the value of a job in relation to other jobs in the organization for the purpose of establishing a rational pay structure. The position description is the basis for a job evaluation. The result consists of assigning jobs to salary grades.

Layoff - Dismissal or suspension of an employee due to lack of work or budgeting constraints. The layoff they can be temporary or permanent.

Long-Term Disability Insurance - An insurance policy with benefits that begin for covered employees on the 91st day of a qualifying disability and are payable for injury, sickness or pregnancy up to the employee's normal retirement age, as defined by Social Security. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

Minimum Qualifications - The minimum requirements and experience necessary to perform and/or obtain a given job.

Near Miss - A potentially serious situation or series of events that could have resulted in injury.

Non-exempt - Employees who are subject to minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA).

Organizational Chart - A diagram showing the relationships between various positions within the organization.

Orientation - Introduction given to new employees regarding the organization's strategic vision, environment, policies and procedures.

Overtime - Hours worked in excess of a regular work day or a work day under a flexible schedule.

Part-time - Employees scheduled to work less than a full-time work schedule.

Performance Management - An ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

Personnel Committee - Comprised of two Commissioners appointed by the Board, County Administrator, and Human Resources Director. The purpose of the Personnel Committee is to ensure Board oversight of administrative personnel activities. The Personnel Committee is not a decision-making body and may only make recommendations to the County Board or County Administrator. The Personnel Committee has wide latitude to request information and reports related to personnel from Administration and Human Resources.

Position Description - A written summary of information and tasks necessary to perform a job which includes, but is not limited to, a job summary, essential functions, minimum qualifications, knowledge, skills and abilities required, physical activity requirements, FLSA status, and other relevant job information.

Private Data - Data which is made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of that data.

Probationary Period - A period of time during which a new employee is required to demonstrate a satisfactory capability of performing the duties of the position.

Professional - Occupations that require specialized knowledge acquired through college training, other related training, or through work experience.

Public Data - Data which is accessible to the public in accordance with the provisions of Minnesota Statutes §13.03.

Regular Full-time Employee - A full-time employee who has successfully completed the probationary period.

Regular Part-time Employee - An employee who works less than the standard work hours and was hired for service duration in excess of one year, and who has successfully completed the probationary period.

Resignation - The voluntary termination of employment by an employee.

Salary - Fixed compensation paid bi-weekly.

Seasonal Employee - A temporary employee hired to cover increased workloads due to peak business demands. Seasonal employees are not eligible for benefits and the position duration is generally not for more than 67 working days in any calendar year; or not for more than 100 working days in any calendar year if the employee is under the age of 22 and is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after their temporary employment with the County.

Short-Term Disability Insurance - A voluntary insurance policy with benefits that begin on the 15th day of a qualifying disability and are payable for accident or sickness up to 11 weeks or until LTD begins, whichever is earlier. (Teamsters and L49 members have separate disability insurance included with their union Health Fund plan; refer to the union's plan documents for disability insurance information.)

Supervisor - An employee delegated responsibility for the day to day administration of a work unit.

Suspension - A forced leave of absence with or without pay for disciplinary purposes or pending investigation of specific charges made against an employee.

Temporary Employee - An employee hired for a pre-established period of time which may not exceed twelve months. Temporary employees work standard work hours but are not seasonal. Temporary employees are not eligible for benefits.

Termination - a voluntary resignation, involuntary discharge, or discontinuation of employment with the County.

Transfer - A lateral movement from one job to another of the same grade level. A transfer can include moving from one department to another department.

Veteran - Applicants and employees who are entitled to veteran's preference as defined by Minnesota Chapter 196.

ARTICLE III EMPLOYMENT

Section A. Equal Employment Opportunity Policy Statement

Purpose: To affirm Aitkin County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363.

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.

Aitkin County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices included, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination and rates of pay or other forms of compensation.

Aitkin County will use its best effort to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Aitkin County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Any employee of this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363 will be subject to appropriate legal sanctions.

If any employee or applicant for employment believes he/she has been discriminated against, he/she should contact the County Administrator or the Human Resources Office, Aitkin County Courthouse, 217 2nd Street NW, Room 134, Aitkin, MN 56431 or (218) 927-7306.

Chairperson – Aitkin County Board of Commissioners

Date

Section B. Recruitment Procedures

Purpose: To ensure consistent procedures are utilized to recruit the best possible candidate in the most efficient way possible for each position.

Subd. (1) Roles and Responsibilities

- (a) The Human Resources Director or designee has the primary responsibility for coordinating recruitment, screening, interviewing and facilitating hiring recommendations of new employees. The Human Resource Director or designee will be the primary point of contact for all applicants until a conditional job offer has been made.
- (b) The Department Head or supervisory designee is responsible for making the final recommendation on all job offers.
- (c) The County Administrator must approve the recommendation for a previously budgeted position.
- (d) The Aitkin County Board of Commissioners must approve the recommendation for a newly created or unbudgeted position.

Subd. (2) All County Job Openings will be Posted

- (a) All job openings will be posted internally on the intranet and on the bulletin board outside of the Human Resources office and advertised externally simultaneously, unless the County is precluded from doing so by a collective bargaining agreement. Each notice will include the posting date, job title, department, position description, pay range, and closing date or open until filled notation. Qualified County employees who apply will be given consideration.
- (b) All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
- (c) All employees (probationary and non-probationary) are eligible to apply for internal vacancies or transfers, unless an applicable collective bargaining agreement provides otherwise.
- (d) If applicable, employees must be Merit System eligible. All HHS Department positions are hired from Merit System registers, except the HHS Director position which is exempted from merit personnel system coverage (5 CFR 900.602). Minnesota Merit System's online application center and hiring practices shall apply where applicable.

Section C. Hiring Practices

Purpose: To fill newly created or vacant County positions.

Subd. (1) County Application

Application forms and position descriptions are available in the Human Resources Department. Completed application forms are to be submitted electronically to the Human Resources Department by the published deadline. Late applications will not be considered.

Deleted: Administration

Commented [BJD1]: Discussion at 12/12/2018 DH Meeting. Dept Heads can select a specific ad deadline or select "open until filled" when advertising. If a deadline is listed, late applications will not be considered.

Subd. (2) Designation of Data (§13.43, Subd. 3)

Deleted: Director or designee

Except for applicants to undercover law enforcement officer positions, the following personnel data on current and former applicants for employment by the County is public data:

Deleted: before

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- (a) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position. For purposes of this section, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- (b) Veteran status.
- (c) Relevant test scores.
- (d) Rank on eligible list.
- (e) Job history.
- (f) Education and training.
- (g) Work availability.
- (h) Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

Subd. (3) Applications For and the Filling of Vacancies

The following procedure will be followed:

- (a) Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, color, creed, religion, national origin, citizenship, sex, marital status, pregnancy, disability, public assistance status, age, sexual orientation, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.
- (b) Job requirements will be posted and included on the position description.
- (c) A high school diploma or equivalent is generally required as consideration for employment.
- (d) Any testing requirements will be conducted by the Human Resources Director or designee or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.

(e) Where applicable, Minnesota Merit System's online application center and hiring practices will be used.

(f) All applications will be required to be completed on the Aitkin County official application forms or Minnesota Merit System forms when applicable. Resumes cannot be substituted for the application forms.

Deleted: , including candidates selected for interview from the Minnesota Merit System register

Deleted: may be requested on a case by case bases, but must be attached to the completed application form.

(g) When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.

(h) Job applications are to be submitted for a designated position and must be received before the published deadline, if applicable.

Subd. (4) Advertisement for External Applicants:

Sources for recruiting employees from outside are listed below:

(a) Advertising will be placed on the County's website, AMC website, Aitkin County Job Opportunities Facebook page, and sent to the Grand Rapids WorkForce Center, Aitkin WorkForce Center, Brainerd WorkForce Center, and the Director of the Mille Lacs Band of Ojibwe. The advertisement of select County positions may also appear in the designated County newspaper or other publications as recommended by the Department Head, Human Resources Director, County Administrator and/or County Board.

Deleted: in the officially designated County newspaper,

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Deleted: twice, two editions. Additional advertisements may be placed

(b) Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Subd. (5) Position Description

(a) If the Department Head or County Administrator determines that the position description needs to be reviewed and updated, the Human Resources Director or designee will assist the Department Head to make revisions.

(b) The County Administrator may approve revisions to the position description provided the classification of the position will not increase due to the updates.

Commented [BJD2]: County Admin if Grade level will be impacted. Misc "no Grade level changes" done between DH and HR Director.

(c) The County Board must approve revisions to the position description if the revisions will result in an increase in classification.

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(d) The final position description shall be in place prior to any external advertising.

Subd. (6) Screening Process

- (a) All applications will be reviewed and screened by the Human Resources Director or designee for minimum qualifications. All candidates listed on the Minnesota Merit System Register are deemed to meet minimum qualifications.
- (b) The hiring Department Head or designee may review qualified applications for further screening, if desired. The hiring Department Head or designee may request to view all applications received for the position, regardless of qualifications.
- (c) The Department Head will choose the candidates for interview, or will delegate this responsibility to a supervisor in the department and/or to ~~the HR Director,~~

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Subd. (7) Interview

- (a) The Human Resources Director or designee is responsible for coordination of interviews. Best practices for interviews will be followed, as determined by legal counsel, the County Administrator, and Human Resources Director.
- (b) The interview teams for all positions will ~~typically be comprised of a combination of the supervisor(s), department head, and HR Director or designee. The panel should include at least one employee of the county who has attended training on employment law and best practices related to interviews. County Board representative(s) may participate in the interview portion of the hiring process if the opening is for a Department Head position.~~
- (c) Any candidate not receiving an interview will be notified in writing or via email. If a candidate is interviewed, but not selected for the position, the Human Resources Director or designee shall be responsible for notification to the candidates.

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Subd. (8) Conditional Job Offer

- (d) ~~The Human Resources Director or designee and the Department Head or designee will review and evaluate the experience and qualifications of the applicants for a position and may assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant.~~
- (e) Once a candidate is selected for the position, a conditional job offer will be made by the Human Resources Director or designee.

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Subd. (9) Reference and Background Checks

- (a) Employment references will be checked on all candidates conditionally offered employment with Aitkin County.

- (b) Criminal background checks will be done by the HR Director or designee, through a firm specializing in background investigation and pre-employment screening services, by the Bureau of Criminal Apprehension, and/or by the Aitkin County Sheriff's Department on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

Subd. (10) Pre-Employment Physical

- (a) Candidates in selected job classes who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical.
- (b) The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility, at no cost to the applicant.
- (c) The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Subd. (11) Hiring Of Relatives

- (a) The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.
- (b) Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any person, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.
- (c) For the purposes of this section, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's fiancé, spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

Subd. (12) Employee Relationships outside of the workplace

Aitkin County desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from intimate relationships involving managerial and supervisory employees in the County or certain other employees in the County.

Accordingly, Department Heads and Supervisors are discouraged from fraternizing or becoming romantically involved with any subordinate employee in the department.

All employees should also remember that the County maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The County will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

Section D. Orientation

Purpose: To clarify a new employee's role in the organization as a whole and to explain applicable personnel policies and procedures and/or provisions of the applicable collective bargaining agreement. The Human Resources Director or designee, the Payroll Technician, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (13) The orientation of a new employee is the final step in the hiring process. The County has a three-phase orientation program for all new employees:

- (a) Phase I Payroll and Benefits Orientation (Payroll Technician)
- (b) Phase II General Orientation, Policies, and Training (HR Director or designee)
- (c) Phase III Position, Department, and Social Orientation (Immediate Supervisor)

Section E. Probationary Period

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the Department demands and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the required work standards.

Subd. (1) All County employees will serve and successfully complete a probationary period. ←

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Subd. (2) All newly hired or promoted non-union employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute (Veterans Preference §197.46 or other). Employment may be terminated for any reason during this period unless specified otherwise by statute. Upon request of the Department Head, the County Administrator may extend the probationary period by up to 6 months. Under no circumstances may a probationary period exceed 12 months. The employee will be notified in writing and informed of performance deficiencies and offered assistance to improve performance.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

Section F. Access To Personnel Files

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.

Personnel files are kept in the Administration Department, Human Resources Office.
Payroll files are kept in the County Auditor's Office.

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Access

Employees are permitted reasonable access to their personnel files, including medical, workers' compensation, and immigration files, by appointment during regular business hours. A request for access by an employee must be submitted in writing to the Human Resources Director or designee.

Copies

Employees may receive a copy of any information in their personnel file at the expense of the County.

Additions and Corrections

Employees are permitted to propose the addition of material and changes to any information in their personnel files. A proposal to add information or change information is subject to review by the immediate supervisor and the Human Resources Director. If there is a dispute between the supervisor and the employee concerning any added or corrected information, a meeting will be set up with the employee, supervisor and Human Resources Director to resolve the disagreement.

Access by Other Employees And Supervisors

- (a) Personnel records and medical, workers' compensations, and immigration files of employees may be accessed by other employees and supervisors on a need-to-know basis in the course of performing their job functions and in accordance with applicable laws.
- (b) In other situations, personnel records and other data on employees may only be accessed pursuant to the Minnesota Government Data Practices Act, Minn. Stat. §13.01 et seq.

Access by Former Employees

Former employees may have reasonable access to their personnel records in accordance with applicable laws.

Documents Contained in the Personnel File

Employees shall be notified of any entry to their personnel file concerning performance evaluations or discipline. Payroll records, such as Forms I-9, W-2, and timesheets, shall be maintained in the Auditor's Office. Employee medical information will be kept in a separate medical file. Workers' compensation information will be kept in a separate workers' compensation file.

Section G. Hours Of Work

Purpose: To define the schedule of work hours for Aitkin County employees as determined by operational needs and demands of Aitkin County. Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer.

The normal workweek of the organization is Monday through Friday, 8:00 a.m. to 4:30 p.m.; however, it is expected that all staff will provide service necessary to carry out the functions of their position which includes weekends and evenings as required. Department Heads are authorized to establish schedules to meet the business needs of their department.

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Flexible Schedules

- (a) Flexible hours for staff may be arranged with the Department Head or designee provided the normal scheduled hours worked fall between 6:00 a.m. and 7:00 p.m.
- (b) A flexible schedule is an agreed upon schedule that meets the business needs of the Department and meets with the approval of the employee which is outside of the normal business day. The expectation under a flexible schedule is that employees are accountable to begin and conclude work for the day at the agreed upon, scheduled time.
- (c) Flexible schedules may not include scheduled work days longer than 10 hours and should generally not incur overtime pay.

Alternate Work Sites and Telecommuting

- (a) Utilizing alternate work sites and telecommuting is an administrative option not an employee benefit. Upon agreement of the department head an employee may be allowed to report to an alternate work site or to telecommute but the decision to allow it will be based on the business needs of the County and the Department.
- (b) Alternate work sites and telecommuting requires support from the Department Head and approval of the County Administrator. Alternate work sites and telecommuting is not appropriate for every job at the County. Alternate work sites and telecommuting agreements may be revoked by management at any time for any reason.

(c) The necessary tools, technology and services must be readily available at the alternate work site. The County will provide the necessary technology equipment to perform necessary duties. The County will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. (i.e. if an employee voluntarily opts to accept a telecommuting agreement; the County will not reimburse costs).

(d) An employee's compensation and benefits, and the terms and conditions of employment will not change as a result of alternate work location or telecommuting. An employee who works from an alternate location or telecommutes is still accountable to all county policies, departmental rules and work direction. Employees at alternate work sites must maintain communications with supervisors as directed.

(e) Work Schedules

(i) Alternate work sites or telecommuting scheduling should be in accordance with the regular work day or under an approved flexible schedule.

(ii) All work rules regarding overtime, comp time, etc... apply to employees under this section.

(f) Requirements

(i) An agreement must be signed by the County Administrator, Supervisor, Department Head and employee prior to beginning any alternate work site or telecommuting.

(ii) There must be clear and mutually understood methods that are documented in the agreement for measuring and evaluating the work of and holding accountable an employee who is working at an alternate site or telecommuting.

(iii) All employees must be required to have at least 8 hours per week of time reporting to the normal work site.

Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

Lectures, Meetings and Training Programs

Attendance at lectures, meetings, training programs and similar activities are not counted as working time if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Travel Time

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved. The County will observe all FLSA standards related to travel time and compensation. Compensation for travel time is typically at the discretion of the Department Head.

Rest Break

Employees scheduled to work four (4) or more continuous hours shall be allowed a paid fifteen-minute break within each four (4) hour period at times designated by their supervisor.

Break Time for Nursing Mothers

In accordance with MN Statute 181.939 and in recognition of the well documented health advantages of breastfeeding for infants and mothers, nursing mothers shall be provided reasonable break time to breastfeed or express milk using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or make up the time as negotiated with their supervisor. A lactation space, other than a restroom, that is private and sanitary, includes an electrical outlet and has a lock will be provided and identified by Department Head for breastfeeding employees.

- (a) Expressed milk may be stored in County refrigerators as long as the milk is properly stored and labeled.
- (b) Employees may contact a Public Health Nurse to review equipment and other resources available for Aitkin County breastfeeding employee use. Interested employees are expected to arrange for this during their personal time.
- (c) Employees who wish to express milk during the work period shall keep their supervisors, department heads and HR Department advised of any necessary requests to ensure that appropriate accommodations can be made to satisfy the needs of both the employee and the County.

Compensatory Time

Employees are not eligible for accrual of compensatory time, unless otherwise provided by a collective bargaining agreement.

Section H. FLSA Safe Harbor For Exempt Employees

Department Heads or Supervisors may require exempt employees to work a schedule, to record daily attendance, and to record and track hours for billing or other business related purposes that are directly related to the exempt employees' job duties. Department Heads and supervisors will familiarize themselves with FLSA rules and regulations to ensure no exempt employee's FLSA protections are infringed upon.

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The County will observe all FLSA rules and regulations as they apply to exempt employees.

Section I. Performance Management

Purpose: To provide communication between the employee and the immediate supervisor relating to job performance, work standards, the employee's performance strengths, and developmental needs.

Once the performance appraisal process is completed, the evaluation will be sent to the Administration Department, Human Resources Office, and placed in the employee's personnel file.

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Probationary Employees

- (a) Performance appraisals will be conducted on all probationary employees during and prior to completion of the probationary period, typically a performance discussion at 3 months and a formal evaluation at 6 months.
- (b) The Department head or immediate supervisor is responsible for the appraisal.
- (c) The performance appraisal will be completed according to Aitkin County's Performance Appraisal Program form.

Employees

The Department head or immediate supervisor will conduct the performance appraisal process for supervisors and non-management employees on an annual basis.

Department Heads

The County Administrator will conduct the performance appraisal process for appointed Department heads on an annual basis.

County Administrator

The County Board will conduct the performance appraisal process for the County Administrator on an annual basis.

Section J. Disciplinary Action

Purpose: To establish standard disciplinary procedures for employees who violate rules, regulations, or perform unsatisfactorily.

The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary Action policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

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Disciplinary Measures

Different types of disciplinary measures may be used depending on the offense. Disciplinary measures include:

- (a) Personal Discussions - This measure is to be used when a problem arises that can be handled in an informal manner through discussions between the employee and the immediate supervisor.
- (b) Verbal Warning - This measure will be used when personal discussions have not resolved the matter. A statement by the immediate supervisor that the warning was given shall be placed in the employee's personnel file.
- (c) Written Warning - This measure involves a written statement to the employee referencing previous warnings and/or discussions regarding the problem, what the employee must do to resolve the problem to the supervisor's satisfaction, and indication of the consequences for not resolving the problem. The employee and supervisor shall sign written reprimands. If an employee refuses to sign a written reprimand, a notation of such shall be made on the reprimand. A copy of all written reprimands shall be placed in the employee's personnel file and retained therein.
- (d) Suspension - An employee may be suspended with or without pay for a period of up to thirty (30) calendar days and may be extended for cause as determined by the employer. A suspension may be used when previous disciplinary measures have been used and were then unsuccessful in resolving the problem, or when a problem or situation arises that may warrant an immediate suspension due to the seriousness of the offence.
- (e) Termination - This disciplinary measure may be used when attempts at resolving the problem have failed or the seriousness of the offense warrants termination. The termination notice with the reasons for termination will be stated in writing to the employee. Probationary employees are not entitled to grieve termination of employment.
- (f) Authority to conduct discipline up to and including termination is delegated as follows:

Commented [BJD4]: Review at DH meeting. Is this appropriate? Should immediate supervisors be able to issue written reprimands? Should department heads be able to issue suspensions? Amend to allow for these, with County Administrator retaining the termination level? Discussion. What is preferred by Jessica and DH's?

County Board	All disciplinary action up to and including termination of all personnel
County Administrator	All disciplinary action up to and including termination of all personnel below department head level and all disciplinary action up to termination of department head level positions. County Board approval is required for termination of department heads.
Department Head	All disciplinary action up to written reprimand of personnel under the department head's authority
Supervisor	Personal discussion, verbal warning and counseling statements of personnel under the supervisor's authority

General Guidelines

(a) As a general rule, at the first notice of a complaint, the immediate supervisor shall handle the problem or concern informally and orally. If the problem is not corrected within a reasonable period of time, a written reprimand shall be issued. Disciplinary documents shall be filed in the employee's personnel file. The employee shall receive, by hand delivery, a copy of any disciplinary document. If the problem is still not corrected, more severe forms of disciplinary action shall be used, up to and including termination. In some situations, more severe initial disciplinary measures may be used including termination.

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(b) All disciplinary actions will be in conformity with the applicable collective bargaining agreement and applicable laws, including, but not limited to PELRA and Veteran's Preference laws.

Section K. Termination Of Employment

Purpose: To make the separation of employment with Aitkin County as amicable as possible for both the employee and the County.

If a Department Head elects to terminate employment, at least a 1-month notice shall be given to Aitkin County. All other employees who elect to terminate employment shall give at least a 2-week notice. Resignation effective dates shall typically represent the last day actually worked.

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An employee may be temporarily suspended or immediately terminated by the appropriate authority. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been wrongfully suspended or terminated or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) calendar days of written notice of the suspension or termination.

Involuntary Separations: Employees who are involuntarily separated, including layoff and discharge, shall be paid in full according to Minnesota Statute §181.13.

Voluntary Separations: Employees who are voluntarily separated from employment shall be paid in full no later than the next regular payday.

General Procedures

- (c) Accrued benefits and/or severance pay may be granted in accordance with applicable collective bargaining agreements and pursuant to law.
- (d) Employees will receive their final pay check in the same manner as previously received.
- (e) It is the responsibility of the separating employee's immediate supervisor to assure that the employee returns all County property, keys and/or equipment, prior to the employee's receipt of the final paycheck. All expenses and credit cards should also be balanced and returned prior to the employee's receipt of the final paycheck.

Section L. Grievance Procedure

Purpose: To provide a method for the prompt and equitable resolution of disputes relating to the administration of the Personnel Policies and Procedures Manual.

Union Contract Provisions

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The grievance procedures found in applicable collective bargaining agreements shall be followed.

Grievance Procedure for Employees Not Covered by a Collective Bargaining Agreement

It is the policy of the County to adjust all grievances promptly and fairly. To expedite resolution, two or more Steps may be combined by the parties, through mutual agreement, in writing. Grievances related to terminations shall start at Step 3.

- (a) Step 1: An employee claiming a violation concerning the interpretation or application of these Personnel Policies and Procedures shall, within ten (10) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance in writing to the employee's Department Head. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the Department Head or designee. Any grievance not appealed in writing to Step 2 by the employee within ten (10) calendar days shall be considered waived.
- (b) Step 2: If appealed, the written grievance shall be presented by the employee and discussed with the Human Resources Director within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the HR Director. Any grievance not appealed in writing to Step 3 by the employee within ten (10) calendar days shall be considered waived.
- (c) Step 3: If appealed, the written grievance shall be presented by the employee and discussed with the County Administrator within ten (10) calendar days. A response to the grievance shall be issued within ten (10) calendar days following a meeting with the County Administrator. The decision of the County Administrator shall be final.

Section M. Exit Interviews

Purpose: To provide a separating County employee the opportunity to express an opinion with regard to employment issues with Aitkin County.

Every employee separating from County employment is to be offered the courtesy of a final interview with the Human Resources Director or designee. The Exit Interview Form will be completed by the employee or interviewer and retained on file in the Administration Department, Human Resources Office, separate from the employee's personnel file. In the event an exit interview is not possible, the Human Resources Director or designee will email or mail the exit interview form to the exiting employee, with a self-addressed stamped envelope if sent by U.S. Mail.

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The separating employee will be advised of separation matters by payroll including but not limited to final pay, vacation pay, and COBRA benefits.

Exit Interview information will be compiled and reviewed by the Human Resources Director to determine trends or corrective action that may be necessary. When necessary, this information will be shared with the County Board, County Administrator, and/or Department Head.

ARTICLE IV WAGES AND SALARIES

Section A. Elected and Appointed Officials; Employees Not Already Set By Agreement

Purpose: To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement. This policy shall provide:

- (a) Compliance with Minnesota Statutes relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.
- (b) A defined process for establishing compensation levels for employees who are not already covered by a collective bargaining agreement.

Elected Officials

- (a) The salaries of Aitkin County Attorney (~~\$388.18~~), County Auditor (~~\$384.151~~), County Recorder (~~\$386.015~~), County Sheriff (~~\$387.20~~), and County Treasurer (~~\$385.373~~), shall each be set by resolution of the County Board in December of each year, prior to the year in which the salary is to be paid.
- (b) A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy, Article IV, Section F.

Appointed Positions

The salaries for appointed positions, including County Assessor (~~\$273.061~~, Subd. 6), County Highway Engineer (~~\$163.07~~, Subd. 2), Veterans Service Officer (~~\$197.60~~, Subd. 3), and Land Commissioner (~~\$282.13~~) shall be payable in accordance with Article IV, Section A, Subd. (3).

Other Employees

The salaries for appointed and other employees not already covered by a collective bargaining agreement shall be adjusted according to the following procedures:

- (a) The supervisor is responsible for completing the employee's annual performance evaluation each year in accordance with the Performance Management Guidelines.
- (b) The employee shall receive a wage or salary adjustment based upon the County Board adopted compensation schedule referred to in Appendix A. In no event shall an employee's wage or salary be adjusted to exceed the maximum of the appropriate salary range.

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- (c) An employee's salary may not exceed the range maximum. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.
- (d) Pay days for all employees shall be bi-weekly on a Friday.
- (e) At the end of each year, all non-union employees shall remain at their rate of pay until a new wage scale, Appendix A, is adopted by the Board. Employees who terminate employment prior to the date of County Board approval of the annual non-union wage scale shall not be eligible for retroactive wage adjustments.
- (f) Promotion Pay: A FLSA non-exempt employee who is promoted to a higher paid classification would be placed within range or on the step that results in at least a \$0.25 per hour increase. A FLSA exempt employee who is promoted to a higher paid classification would be placed within the higher pay range resulting in at least a \$520.00/year increase (pro-rated if promotion occurs mid-year).
- (g) Any special benefits or conditions of employment negotiated with an individual employee prior to this policy adoption shall be in addition to the rights and benefits covered by these guidelines.

Section B. Job Reclassification Pay

A FLSA non-exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose (DBM) job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

Section C. Overtime Pay

Purpose: To follow the Fair Labor Standards Act for non-exempt employees as it relates to hours worked in excess of the regular work day or an approved flexible schedule, or an amount set forth in an applicable collective bargaining agreement.

General Procedures

- (a) Employees will flex their schedules to the greatest extent possible to avoid incurring overtime.
- (b) No employee shall be allowed to accrue compensatory time off unless otherwise provided by a collective bargaining agreement.
- (c) All overtime hours worked shall be authorized in advance by the Department Head or designee, unless a departmental rule states otherwise. All records of overtime hours worked must be maintained and reported on the employee's timesheet.

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- (d) Upon approval of the Department Head, FLSA non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of a normal work day or an approved flexible schedule day. Within the constraints of FLSA, this policy shall not be construed to limit the ability of the Department Head to request or require that employees flex their schedule in a given week, or employees to request flex time in recognition of hours worked in excess of a normal work day.
- (e) Overtime hours that are approved by the Department Head or designee and submitted on a timesheet may be paid without Board approval.
- (f) When an employee is required to travel in connection with a temporary assignment, payment of overtime during this period is to be determined by the immediate supervisor on the basis of the circumstances involved and in accordance with applicable law.
- (g) Supervisors will not permit employees to work off the clock without recording the time as hours worked.

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

Section D. Payroll Deductions

Purpose: To make deductions from an employee's wage in accordance with applicable laws and, where required, the employee's consent.

General Deductions

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Deductions will be made from employees' wages in the following order:

- (a) Federal and State income taxes
- (b) FICA or Medicare (Social Security)
- (c) Public Employees Retirement Association (eligible employees)
- (d) Union Dues in accordance with applicable collective bargaining agreement and PELRA

Employees shall be required to complete all applicable forms necessary for deductions as may be required by law.

No deduction from an employee's wages for any period shall cause the employee's wages for any such period to be less than the wage required to be paid by the County pursuant to applicable law. i.e. garnishment exemptions, etc.

Employees are to be notified of all deductions. If the employee objects to a deduction, such as a garnishment or child support order, the dispute will be referred to the legal counsel.

Deductions Requiring Written Consent

Employees must consent in writing to the following deductions:

- (a) Payment of group health, dental, life, long-term disability, short-term disability, long-term care insurance, and any other voluntary benefits elected
- (b) Contributions to a retirement plan
- (c) Contributions to deferred compensation plans
- (d) Contributions to a flexible spending account
- (e) Contributions to a health savings account (HSA)

Section E. Pay Procedure

Purpose: To define the County-wide guidelines, policies and procedures governing payroll and to ensure relevance, accuracy, and consistency of payroll procedures across all departments.

General Procedures

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- (a) The payroll period shall be biweekly. Aitkin County employees shall be paid biweekly on Friday for work performed during the previous pay period. All pay periods are regular cycle pay periods with the exception to the end of the year pay period. There are 26 pay periods in one year.
- (b) Funds will be distributed from the Treasurer's Office following the completion of payroll processing.
- (c) Aitkin County implements a two-week holdback on wages/salaries.

Automatic Payroll Deposit

This policy is effective for all departments.

- (d) Those employees who began employment prior to September 10, 1999 and are not participating in automatic deposit will have their payroll checks mailed. All new employees hired after September 10, 1999 will be required to utilize automatic payroll deposit.
- (e) All exceptions to this policy and employees with special circumstances must request exemption for approval to the County Administrator in writing.

- (f) All County employees will have their payroll check deposited into a checking account or savings account.

Section F. Market Rate Adjustments

Purpose: Although the County considers internal compensation relationships of primary importance in maintaining pay equity, it may be necessary to recognize the external compensation relationships through market attraction/retention wage scales and/or market rate adjustments.

Market rate adjustments may be considered and external market relationships examined when:

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- (a) A salary range is insufficient to attract qualified candidates for employment; or
- (b) A continuing pattern of turnover in a given position can be directly linked to established compensation levels; or
- (c) A given position deviates from the market rate by a substantial percentage.
- (d) The County Administrator deems that a specific external market relationship must be examined.

All market rate adjustments must be recommended by the County Administrator and approved by the Board.

ARTICLE V EMPLOYEE BENEFITS AND SERVICES

Section A. Group Insurance

Purpose: To provide medical, life and long term disability insurance to eligible employees of Aitkin County.

Summary

- (a) Full time (probationary and non-probationary) employees who work a minimum of thirty (30) hours per week are entitled to health and life insurance provided by Aitkin County. Some exclusions apply for LLCC staff. See Subd. (1) (d) below. Those who are eligible for medical insurance and can prove that they are already covered by a different policy are not required to sign up for a plan provided by Aitkin County.
- (b) Select voluntary benefits are also available for full-time employees to purchase, including dental insurance, supplemental life insurance, short-term disability insurance, and critical illness voluntary insurance policies.
- (c) The effective date of coverage shall be based upon the specific policy.
- (d) The County offers health insurance to substantially all full-time employees, which is defined under the Affordable Care Act as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The County is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage. The Affordable Care Act offers limited exemptions and the County Administrator may authorize use of those exemptions as needed.

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Refer to applicable agreements for additional details and employer contribution rates.

Section B. Health Insurance and HSA (or VEBA)

Health insurance coverage will be provided in accordance with the County's group health insurance policy with the Minnesota Public Employees Insurance Program, commonly referred to as "PEIP". The employee and employer premium contributions and HSA (or VEBA) contributions shall be established by the County Board and calculated in the same manner as defined in the Agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit).

The effective date of coverage shall be based upon the specific policy.

Eligible employees will receive a pro-rated HSA (or VEBA) contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

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The Employer shall be obligated to make only one (1) HSA (or VEBA) account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

HSA (or VEBA) ADVANCEMENT: If an employee meets his/her annual deductible, the employee may provide proof and request advance payment up to the remainder employer HSA (or VEBA) allocation for the plan year, provided the employee agrees in writing to reimburse the County for the HSA (or VEBA) contribution, prorated by pay period [over 24 pay periods per year] for any time that remains, in the event the employee leaves employment for any reason other than death, and that the County has the right to deduct this amount from the employee's final paycheck. This "HSA (or VEBA) advancement" option as described in this paragraph will also be extended to bargaining unit members who are on the PEIP plan.

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WAIVER PLAN OPTION: The employer may offer a waiver plan for employees who waive health insurance coverage. Effective January 1, 2019, employees who waive health insurance coverage, may elect to receive \$2,750 per year, pro-rated over 24 pay periods. Employees who waive coverage can elect to place their waiver dollars into their deferred comp account, into their HSA if they have a corresponding High Deductible Health Plan (HDHP), or receive it as taxable cash through the cafeteria plan, unless prohibited by law.

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Subd. (6) MSRS HCSP Early Retirement Health Insurance Incentive;

Term: January 1, 2019 through December 31, 2021

Intent: Aitkin County values its long-term employees and this incentive is intended to assist employees who want to retire between the age of 62 and 65. Age 62 is the age at which most employees can start receiving Social Security retirement benefits (the amount is reduced until they reach full retirement at age 65 or older). Age 65 is the age at which employees become eligible for Medicare. This early retirement health insurance incentive is intended to help the employee cover any health insurance gaps between age 62 and 65.

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Applies to: All employees age 62 or older (by January 15th annually) who have 15 or more years of full-time consecutive service with Aitkin County and who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA who elect to participate in the county's Early Retirement Incentive option in calendar year 2019, 2020, or 2021. All of these factors (age + years of service + PERA annuity or disability) must be met in order to qualify for the early retirement incentive.

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Contribution: The employer will deposit up to \$512.08 per month into a Minnesota State Retirement Systems (MSRS) Health Care Savings Plan (HCSP) account as a reimbursement for the employee's single health insurance premium up to age 65. Employer contributions will stop sooner than age 65 in cases where the employee becomes eligible for Medicare sooner, or upon death. In cases where the single health insurance premium is less than \$512.08 per month for single coverage, the employer's contribution shall not exceed the cost of the actual single premium. The employee will be responsible for any difference in premium.

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~~If the employee becomes eligible for Medicare sooner by either satisfying eligibility or disability criteria.~~

Section C. Life Insurance

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The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all full-time employees, and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents up to age 26, subject to carrier restrictions.

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Section D. Long Term Disability Insurance

All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

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Part-time, seasonal and temporary employees are not eligible for LTD insurance.

The County shall provide Long Term Disability Insurance reimbursement for full-time employees based on current salaries. Said insurance shall take effect for new employees on the 1st of the month following date of hire. LTD monthly premiums will be paid by the employees via payroll deduction. ~~(If hired on the 1st, effective date of hire.)~~

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(a) Full-time employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium.

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(b) Full-time employees whose annual wages are at the maximum of the salary range shall select one of the following two options:

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(i) The employee shall not be reimbursed for the monthly LTD premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative; or

(ii) in lieu of receiving the 1 additional personal day per year (as described in option i), the county will provide long-term disability insurance at no cost to the employee, provided that their wage remains at the maximum of the salary range.

(c) In option (ii), with the county paying the premiums, the LTD benefit would be taxable income to the employee.

Section E. Affordable Care Act (ACA) Policy:

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. 111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans,

generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.

To the extent that federal statute or regulations change, this policy shall be construed as consistent with those changes.

Purpose: To comply with requirements of the Affordable Care Act and to offer health care coverage to "substantially all" full-time employees, effective January 1, 2015.

ACA Policy Definitions

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- (a) Employer: Aitkin County
- (b) Full-time Employee: For purposes of this Affordable Care Act (ACA) policy, full-time means an employee working 30 or more hours per week on average or 130 or more hours per month on average.
- (c) Variable Hour Employee: For purposes of the Affordable Care Act (ACA), variable hour employee means an employee working in a position classified as part-time, seasonal, temporary, or intermittent. The employer will use a look back period to determine each variable hour employee's full-time status by looking back 12 months to analyze whether the employee worked an average of 30 or more hours per week on average or 130 or more hours per month on average.
- (d) Substantially All: Substantially all full-time employees is defined as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The employer is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage.

Measurement Periods

- (a) Standard measurement period, 12 months (October 15 – October 14)
- (b) Administrative period not to exceed 90 days (October 15 – December 31)
- (c) Stability period, 12 months (January 1 – December 31)

For Positions Classified as Full-time: Employees who are expected to be full-time, working 30 or more hours per week on average or 130 or more hours per month on average, during the standard measurement period will be offered health coverage under the employer's health insurance plan during new hire orientation.

For Positions Classified as Variable Hour (aka Part-time, Seasonal, Temporary or Intermittent): The employer will implement a standard measurement period of 12 calendar months to determine whether or not a variable hour employee is eligible for health coverage under the employer's health insurance plan. The standard measurement period will be from October 15th through October 14th of each calendar year.

If an employee is determined to be full-time during the standard measurement period, they will be treated as full-time during a subsequent stability period, regardless of the number of hours they work during the stability period. The employer will implement a stability period of 12 calendar months during which a variable hour employee, determined to be full-time in the standard measurement period, will be eligible for health coverage under the employer's health insurance plan. The stability period will be from January 1st through December 31st of each calendar year.

If an employee is determined to be eligible for health insurance coverage through the standard measurement period, the employer has up to 90 days to enroll the employee in the employer's health insurance plan. An administrative period will be used to determine eligibility and to facilitate notification and enrollment of employees. This administrative period will be from October 15th through December 31st of each calendar year. During this period, eligible variable hour employees will be given a two-week open enrollment period to enroll in health coverage under the employer's health insurance plan which will be in effect for the upcoming stability period/plan year. (Note: Variable hour employees are not eligible for other insurance benefits, such as dental, life, long-term or short-term disability, long-term care insurance, or FSA plan enrollment.)

Unless mandated otherwise by the Local 49 or Teamsters Health Fund agreement, all eligible variable hour employees will be offered coverage on one plan, the PEIP Advantage HSA Plan, during the stability period. The employee and employer contributions towards this plan shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit). In the event the health insurance provisions or contribution rates fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Employer may amend contribution rates or implement alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

If funds are not available in a department's budget to cover the cost of health insurance, the Department Head may submit a written request to the County Administrator to reduce the employee's work hours to less than 30 hours per week or less than 130 hours per month to avoid the obligation to offer health care coverage. Said request will generally be approved if it is not prohibited by the terms of a collective bargaining agreement.

Rehired Seasonal Employees

- (a) Seasonal employees work up to 67 days per calendar year. For ease of recordkeeping, seasonal employees will be required to be inactive (zero hours of work) for a period of 26 consecutive weeks between work seasons.

(b) An employee who is rehired and had no active service with the employer for a period of 26 consecutive weeks will be treated as a new employee and will be evaluated by the employer during the standard measurement period to determine if the employee is eligible for health insurance benefits during a subsequent stability period.

(c) Active service is based on all hours combined with the employer and is not separated or tracked individually by department.

Opt-out Health Insurance Waivers: Employees who elect to waive coverage will be required to do so in writing. The employer does not provide a cash in-lieu of health insurance benefit.

Section F. Holidays

Full-time (probationary and non-probationary) employees shall be entitled to the following paid holidays, eight (8) hours each, unless noted otherwise:

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(a) New Year's Day

(b) Martin Luther King Day

(c) President's Day

(d) Memorial Day

(e) 4th of July

(f) Labor Day

(g) Veteran's Day

(h) Thanksgiving Day

(i) Friday after Thanksgiving

(j) ~~Christmas Even when it falls on a Monday through Thursday, four (4) hours [eff. 2019]~~

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(k) Christmas Day

When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. Seasonal and temporary employees are not eligible for holiday pay. For example:

A 14 hour per week employee shall receive 2.8 hours holiday pay for each 8 hour holiday listed above or 1.4 hours holiday pay for Christmas Eve when it falls on a Monday through Thursday.

A 20 hour per week employee shall receive 4 hours holiday pay for each 8 hour holiday listed above or 2 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

A 29 hour per week employee shall receive 5.8 hours holiday pay for each 8 hour holiday listed above or 2.9 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

LLCC non-exempt employees who are required to work on any of these holidays shall be paid at time and one half (1 ½) rates in addition to their base wage.

Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay, or will be given an alternate day off as determined by the immediate supervisor.

When a paid holiday falls during an employee's paid leave of absence or vacation (PTO) period, they shall receive holiday pay for that day.

Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section G. Paid Time Off (PTO)

Employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30

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Commented [BJD6]: Discuss w/DH's. Any strong preferences?

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15+	2.75	33
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Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Employees may not accrue more than 34 days (272 hours) at any time.

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated vacation credits shall be paid to the employee's estate.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours (90 working days). PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions in Article V, Section H.

Part-time employees shall be entitled to PTO benefits on a pro-rated basis, up to a total of 40 hours PTO. Seasonal and temporary employees are not eligible to accrue PTO benefits.

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PTO benefits shall only accrue when an employee is in a paid status or on an approved military leave. PTO benefits shall not be earned by any employee during a leave of absence without pay, suspension without pay, or time otherwise not paid.

In order to assure the orderly performance and continuity of services provided, employees wishing to schedule a vacation should request PTO as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. Requests for PTO usage shall be granted by the Department Head or designee unless it is determined that such absence would adversely affect and interfere with the orderly performance and continuity of services. It may be necessary to limit the number of employees taking vacation at the same time or during an event or particular period of time. Such requests, however, shall not arbitrarily be denied. Requests for vacation will be processed giving preference to the order in which the requests are received. In the event requests are received at the same time for the same vacation period, then time-in-department will be the determining factor.

Probationary non-union employees may use accrued PTO with supervisory approval.

Section H. Extended Sick Leave Bank / Care Of Relatives

Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For the purpose of this paragraph, immediate family is defined as; spouse, child, step child, adult child, parent, step parent, mother-in-law, father-in-law, or grandchild. To the extent that state statute (§181.9413) or regulations change, this policy shall be construed as consistent with those changes.

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Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

The County reserves the right to require written medical certification from an employee.

In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee the Department Head may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

Section I. Personal Leave

Full-time (probationary and non-probationary) employees shall be granted ~~eight (8)~~ nine (9) hours of personal leave each quarter, and may accumulate up to ~~36~~ hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

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Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay.

Subd. (3) Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter.

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Section J. Workers Compensation Procedures

Reporting A Work-Related Injury or Illness

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An employee who experiences a work-related injury or illness should immediately notify his/her supervisor of the injury/illness. The employee should fill out a First Report of Injury

form and forward it to the HR as soon as possible. The employee should also complete an Accident Report and submit it to his/her immediate supervisor. These forms are available for download from the intranet, or by calling HR.

Workers' Compensation Notification

- (a) After receiving the report of a work-related injury or illness, the County's workers' compensation administrator, MCIT, will send the employee written notification at their home address regarding the acceptance or denial of their workers' compensation claim. If the employee's claim has been accepted and a loss of time is involved, the workers' compensation administrator will make no payment for lost work time for the first three calendar days after the disability commenced. If the disability continues for ten calendar days or longer, the compensation is computed from the commencement of the disability.
- (b) The workers' compensation administrator will pay up to 66-2/3% of the injured employee's gross average weekly wages based on a 26-week period prior to the date of injury. This payment is made directly from MCIT and none of the usual payroll deductions are taken from it (e.g. taxes, insurance premiums, etc.).

Supplementing Workers' Compensation with Accrued Benefits

- (c) Pursuant to Minnesota Statute §176.021, Subd. 5, Aitkin County will allow its employees to supplement their workers' compensation benefits when unable to perform their job duties for an extended period of time due to a work-related injury or illness.
- (d) It is the practice of Aitkin County to allow employees who have accrued benefits at the time of their injury to use these benefits to supplement the difference between the payment from the workers' compensation administrator and their average weekly wage at the time of the injury. The additional payments shall not result in the payment of a combined total weekly rate of compensation that exceeds the average weekly wage of the employee on the date of injury.
- (e) The employee is responsible for continuing to pay any applicable union dues, flex plan contributions, group health insurance premiums, and other employee-elected benefit costs, including any changes to such premiums. In instances where the dues, contributions, and premiums exceed the amount the employee is getting paid from his/her accrued benefit account(s), he/she is responsible for issuing a payment for the balance due to the Auditor's Office by the 1st of each month for that month's coverage. The County shall have no obligation to maintain the group coverage if the employee's premium payment is more than 30 days late.
- (f) The process for issuing payment to an employee who has chosen to use accrued benefits (i.e. sick, comp time, vacation) under these conditions shall be as follows:

- (i) The County shall issue the employee a check in the amount of one-third of their pre-injury/illness compensation (using the average rate that the employee was earning based on a 26-week period prior to the time of the injury/illness) in a normal bi-weekly pay period.
- (g) The check issued by Aitkin County shall be treated like a regular payroll check, in that it will have Federal, State, and Social Security tax; PERA deduction; and any other deductions that would normally be taken out of the employee's paycheck (e.g., employee's portion of health, dental, or life premiums; flex plan contributions; union dues; etc.) subtracted from the gross amount.
- (h) The combined amount of the workers' compensation wage loss check and the accrued benefit check from Aitkin County shall not exceed the employee's average weekly wage prior to the date of injury/illness.
- (i) If an employee elects to be paid accrued benefits, Aitkin County shall issue the accrued benefits by deducting monetary amounts from each available plan (i.e. sick, personal leave, comp time, vacation) until exhausted; and shall typically exhaust the available benefit plans in the following order: 1) sick and/or personal leave at the employee's discretion, 3) comp time, and 4) vacation.

Tracking Absences That Are Work-Related

Regardless of whether an employee chooses to use accrued benefits when absent from work due to a work-related injury or illness, such absences should be noted on the employee's timesheet as work comp related.

Employee Status during Workers' Compensation Leave

Employees will cease to accrue paid benefits during an unpaid workers' compensation leave of absence. If the injury or illness is FMLA-qualifying, the employee will be placed on FMLA status and will not be responsible for the employer portion of health insurance benefit payments during the FMLA. If the injury or illness is not FMLA-qualifying, the employee will be notified of his/her rights under COBRA and will be required to pay the full amount of the health insurance premiums.

Section K. Family And Medical Leave

Purpose: The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

To the extent that federal statute or regulations change, this policy shall be construed as consistent with those changes.

February 6, 2013 Register

Aitkin County will comply with the Family and Medical Leave Act of 1993, as amended. The employer posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act on the bulletin board in the courthouse, on the Intranet, and in each staffed building.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resources Department.

A. General Provisions

Under this policy, Aitkin County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the employer for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) For placement with the employee of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for the employee's spouse, child or parent (not parent in-law) with a serious health condition (described below). *Note, in some circumstances this may include "in loco parentis", meaning whoever is standing in the place of a parent, such as same-sex couples, grandparents, or other non-biological parents if they have held themselves out as the parent. It requires a statement explaining the family scenario relationship and each will be reviewed on a case by case basis.*
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

Employees with questions about what illnesses are covered under this FMLA policy are required to consult with the Human Resource Department. FMLA eligibility is determined on a case by case basis.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation to a maximum of 15 calendar days for each instance, 7) post-deployment activities, and 8) Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility. 9) Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

(a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

(b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or covered veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for the covered service member.

The term "covered service member" means:

(a) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must commence leave to care for a covered veteran within five years of the veteran's active duty service. Some exceptions may apply to the single 12-month period; each request will be considered on a case by case basis.

The term "serious injury or illness":

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the covered member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a covered veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered

service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran, and is:

- (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; OR
- (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; OR
- (3) A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR
- (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Retroactive designation. If an employee is absent for a condition or event that is or progresses into a FMLA qualifying event and the employee subsequently requests a leave as provided under this policy, the employer may designate all or some portion of the related prior leave taken as FMLA, to the extent that the earlier leave meets the necessary qualifications.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The employer will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any FMLA leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the employer will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the employer and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may each take 12 weeks of leave for qualifying events. If a husband and wife both work for the employer and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may each take 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on FMLA, the employer will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the employer will require the employee to reimburse the employer the amount it paid for the employee's health insurance premium during the leave period. An employee who returns to work for at least 30 calendar days is considered to have returned to work. An employee who transfers directly from taking FMLA leave to retirement, or who retires during the first 30 days after the employee returns to work, is deemed to have returned to work.

While on paid FMLA, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid FMLA, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Auditor's Office by the 1st day of each month. If the payment is more than 30 days late and other payment arrangements have not been made, the employee's health insurance coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan or other voluntary plans, the employer will continue making payroll deductions while the employee is on paid FMLA. While the employee is on unpaid FMLA, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments or make other payment arrangements, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms and conditions of employment. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. With written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier), the employer may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid comp time, vacation, PTO, personal or sick leave prior to being eligible for unpaid leave, unless provided otherwise by law or a collective bargaining agreement. Accrued time off shall run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the employer's sick leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period) and the employee must make a reasonable effort to schedule treatments so as not to disrupt unduly the employer's operations.

The employer may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the employer and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken during the 12 month period beginning on the date of birth or placement of the child.

I. Certification for the Employee's Serious Health Condition

The employer will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The employer may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, HR representative, or management official. Before the employer makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification.

The employer has the right to ask for a second opinion if it has reason to doubt the certification. The employer will pay for the employee to get a certification from a second doctor, which the employer will select. The employer may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the employer will require the opinion of a third doctor. The employer and the employee will mutually select the third doctor, and the employer will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The employer will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The employer may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, HR representative, or management official. Before the employer makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification.

The employer has the right to ask for a second opinion if it has reason to doubt the certification. The employer will pay for the employee's family member to get a certification from a second doctor, which the employer will select. The employer may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the employer will require the opinion of a third doctor. The employer and the employee will mutually select the third doctor, and the employer will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The employer will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The employer will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

M. Recertification

The employer may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the employer may request recertification for the serious health condition of the employee or the employee's family member when the minimum duration expires or every six months in connection with a FMLA absence. The employer may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR Department. Within five business days after the employee has provided this notice, the HR Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the employer may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Section L. Bereavement Leave

Purpose: To provide employees with time off for bereavement due to the death of a member of their immediate family.

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Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, namely: spouse, life partner, child, step child, parent, step parent, sibling, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed if necessary subject to the approval of the Department Head. Additional time, if needed, may be allowed by the County Board, but such additional time in excess of five (5) days (40 hours) indicated above shall be deducted from the employee's sick leave bank, personal leave, or PTO.

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Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to bereavement leave on a pro-rated basis.

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General Procedures

- (a) Up to three (3) days paid bereavement leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters.
- (b) An additional leave of up to two (2) days absence may be granted if necessary and must be approved by the Department Head.
- (c) Temporary and seasonal employees shall not be eligible for bereavement leave benefits.

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Section M. Military Leave

Purpose: To grant military leave as required by law and to provide certain benefits to employees who are granted such a leave.

General Procedures

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- (d) Any regular employee who enlists, is drafted, or is called to active duty shall notify their department head and shall be granted a leave of absence from the County.
- (e) Requests for military leave will be honored in accordance with Minnesota Statutes.
- (f) Requests must be made in advance of and supported by submitting a copy of the orders to report for military duty. The effective date of the military leave shall be the specified date on the orders. The employee shall submit a copy of their Orders upon receipt to the Department Head, HR Director, and Payroll Technician.

Leave Without Pay

- (a) An employee who enlists or is inducted into the United States military service for an extended period of active duty shall be granted a military leave without pay.
- (b) Where the employee shall serve an extended period of active duty, all accumulated vacation benefits will be paid for in a lump sum at the first payroll period following the beginning of said military leave without pay.
- (c) An employee who has been on a military leave without pay will be returned to County employment provided the following conditions are met:
 - (i) The employee shall make written application for return to their position within thirty (30) days after the termination of military service or thirty (30) days after the termination of hospitalization which followed and is a result of such service.
- (d) The employee is physically and mentally capable of satisfactorily performing the duties of their position.
- (e) The employee shall submit proof of an honorable discharge or other form of release indicating their military service was satisfactory.

Leave With Pay

Employees who are members of an organized Military Reserve Component and are ordered to active duty for a temporary or indefinite period, shall be granted a Military leave with pay for up to a maximum of 15 days in any one calendar year. After completion of the 15 days' paid leave, the employee shall be granted military leave without pay for the remainder of the active period.

Section N. Jury Duty Or Witness Pay

Purpose: To allow full-time employees summoned to serve on a jury or testify as a witness for County-related business.

The County will pay the full-time employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

Full time employees required to be absent in response to a court order or subpoena in which they are personally involved shall have the option of taking such time off as PTO or without pay.

Part time, temporary, or seasonal employees shall not be eligible for jury duty or witness pay benefits.

Section O. Personal Leaves Of Absence

Purpose: To establish a uniform policy for processing requests for leaves.

Personal Leave of Absence

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- (a) An employee requesting a leave of absence other than Family & Medical Leave (see Article V, Section J) or Military Leave (see Article V, Section L) shall apply for same in writing. Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator. The request shall include the length of leave requested and the reason for said leave.
- (b) Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc.

Section P. Leave Donation Policy

Purpose: To allow employees the option to donate their accrued, unused vacation and/or personal leave to other county employees who are on unpaid leave status for medical emergencies or a serious health condition. Effective on the date this Manual is adopted, a serious health condition shall be defined under this Leave Donation Policy to mean an illness, injury, impairment, or physical or mental condition that is covered under the Family and Medical Leave Act and shall include any period of incapacity of the employee due to pregnancy, or for prenatal care.

General Procedures

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- (a) Each calendar year, employees may voluntarily donate up to 50 percent, with a maximum of 40 hours, of their accrued, unused vacation and/or personal leave time in increments of eight (8) hours to any other county employee to be used for a medical emergency or a serious health condition. All unused donations are revoked and returned to the donor upon the recipient returning to full time status.
- (b) The employee donating the leave shall notify the Auditor's Office in writing of their voluntary donation. The notice shall include the name of the donor, the name of the recipient, the number of hours donated in increments of eight (8), the effective date of the donation, and whether the hours should be deducted from the donor's vacation and/or personal accrued leave bank. Upon receipt, the Auditor's Office shall verify that the donating employee has sufficient accrued leave on the books in the amount necessary to cover the donation and then notify the recipient and his/her supervisor of the donation.

(c) The value of the leave that is donated shall be based upon the donor's rate of pay that is in effect on the day of the donation. The value of the leave that is received shall be based upon the recipient's rate of pay that is in effect on the day of the donation. The amount paid to the recipient of the donated leave shall be considered wages. That amount shall be included as gross income of the recipients and shall be subject to social security, Medicare, FUTA taxes, and income tax withholding. The amount donated shall not be included or reported as income for the donor of the leave.

(d) Information relating to the donation and use of said leave is subject to the MN Government Data Practices Act.

Section Q. Continuing Education

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

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If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

Section R. Educational Tuition

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

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- (e) That the course is germane to the duties of the employee's job.
- (f) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (g) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (h) That the course be approved by the Department Head and the County Board prior to taking the course.
- (i) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

ARTICLE VI EMPLOYEE COMMUNICATIONS

Section A. Bulletin Boards

Purpose: To notify employees and the public of County required postings and notices.

Any required state, federal, or local notices and/or required posting notices will be posted on Aitkin County's official bulletin boards and/or Intranet as applicable. Official Bulletin Boards:

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- (a) Outside the Aitkin County Board of Commissioner's Meeting Room, located in the West Courthouse Annex, main floor.
- (b) Basement of the Courthouse, on the wall to the left of the entrance to the County Assessor's Office.
- (c) East wall of the Health & Human Services lunchroom.
- (d) Road & Bridge Department
- (e) Long Lake Conservation Center staff break room
- (f) Courthouse main entrance
- (g) License Center

ARTICLE VII SAFETY AND HEALTH

Section B. Safety Committee

Purpose: To develop a committee as defined by state statute, to oversee Aitkin County's safety and health issues as they relate to employees and the public.

The Human Resources Director is designated as the Safety Coordinator who coordinates the Safety Committee. Members of the Safety Committee include a representative from the following departments:

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- (a) Administration
- (b) Building Maintenance
- (c) Courthouse
- (d) Health & Human Services
- (e) Road & Bridge
- (f) Land Department
- (g) Long Lake Conservation Center
- (h) Sheriff's Office

The Safety Committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by County employees and the public. The Safety Committee will review:

- (a) Accident frequencies and losses
- (b) Overall compliance with the safety program
- (c) Areas in the program that may require broader development
- (d) Status of any outstanding safety recommendations

These reviews ensure the continued direction of the County program. Recommendations by the Safety Coordinator will be brought to the Aitkin County Board of Commissioners for direction and/or action. Meeting minutes will be posted on the Intranet.

See also the Aitkin County Emergency Action Plan for Employees which covers designated actions Department Heads and Employees must take to ensure employee safety from fires, severe thunderstorms, tornados, floods, and other emergencies. This includes the County's AWAIR/Safety Policy, Workplace Violence Policy, Incident/Injury/Accident Report Form, Media Procedures, Evacuation Procedures, Lock-down Procedures, Bomb Threat Procedures, Bloodborne Pathogens, Lockout/Tagout, and other safety and emergency policies and procedures.

ARTICLE VIII ORGANIZATIONAL STANDARDS AND RULES

Section A. Code Of Ethics

Purpose: To define conflict of interest to Aitkin County employees.

CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

Definitions

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For the purpose of this policy the following definitions shall apply:

- (a) Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.
- (b) Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (c) Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.
- (d) Immediate family means spouse, child, parent, grandparent and spouse of such persons.
- (e) Employee shall include elected officials and all County employees, including department heads.

Acceptance of Gifts Or Favors

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. §471.87 and the exceptions set forth in Minn. Stat. §471.88 shall apply. The acceptance of any of the following shall not be in violation of this Section:

- (a) Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- (b) Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

Use of Confidential Information

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

Use of Property

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

Conflicts of Interest

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

- (a) Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
- (b) Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
- (c) Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Determination of Conflict of Interest

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Resolution of Conflict of Interest

If either the employee or the employee's supervisor determines that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

Acceptance of Advantage By County Employee

- (a) No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:
 - (i) Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
- (b) Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

Complaints

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

Violations

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

Annual Confirmation

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Director.

Section B. Harassment Policy, Including Sexual Harassment and General Harassment

Purpose: To provide a work environment free of harassment in any form.

Policy Statement

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- (a) It is the policy of Aitkin County to maintain a work environment free of harassment and any form of sex discrimination in employment prohibited by Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act. Sexual harassment is unacceptable and will not be permitted. Threats, threatening language or other acts of aggression, harassment, or violence made toward or by any County employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Any employee found to have acted in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

General Harassment

- (a) It is Aitkin County's expectation that all employees will be treated with dignity and respect. The County will not in any instance tolerate harassment. Employees found in violation of this policy will be disciplined, up to and including termination.
- (b) Harassment may be intentional or unintentional. However the intention of the alleged harassment is irrelevant. It is the effect of the behavior upon the individual which is important. Aitkin County considers the following types of behavior examples of harassment:
- (ii) Shouting at an individual in public and/or in private.
 - (iii) Using verbal or obscene gestures.
 - (iv) Personal insults and use of offensive nicknames.
 - (v) Public humiliation in any form.
 - (vi) Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).
- (c) Work direction, constructive criticism, performance management and disciplinary actions are not to be construed as harassment.

Definition from Minnesota Human Rights Act (§363A.03, Subd. 43.)

- (a) "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
- (i) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;

- (b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- (c) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Definition from Title VII of the Civil Rights Act of 1964

- (a) Harassment on the basis of sex is a violation of Section 703 of Title VII. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - (i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of behavior or conduct which may constitute harassment or sexual harassment may include, but are not limited to the following:

- (a) Verbal
 - (i) Verbal bullying – slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks;
 - (ii) Unwelcome sexual comments, innuendoes, or suggestions about an individual's body, clothing or sexual activity;
- (b) Discussion of sexual topics, sexual practices, sexual preferences, sexual experiences, sexual jokes and stories;
- (c) Requesting or demanding sexual favors, explicit or implicit suggestions that there is a positive or negative connection between sexual behavior or sexual compliance and any term or condition of employment; or
- (d) Language of an obscene or sexual connotation and stereotypical terms such as "sweetheart," "slut," "stud," or "hunk."
- (e) Non-Verbal

- (i) Gesture bullying – non-verbal threatening gestures.
 - (ii) Exclusion – socially or physically excluding or disregarding a person in work-related activities.
 - (iii) The display or posting of sexually explicit or graphic pictures, objects or items in the work place such as a “girlie calendar” or cartoons depicting sexual jokes or sexual acts;
- (f) The use of suggestive facial expressions or gestures of a sexual nature; or
- (g) Unwelcome visits to an individual’s home, hotel room or areas considered private or outside the work premises.
- (h) Physical
- (i) Physical bullying – pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault or violence, damage to a person’s work area or property.
 - (ii) Kissing, touching, patting, pinching or brushing against a person’s body;
 - (iii) Sexual contact; or
 - (iv) Assault and battery.
- (i) This list of examples is not intended to be exhaustive. Other types of behavior or conduct, which are not included in this list, may constitute sexual harassment and be in violation of County policy.

Responsibilities

- (a) All County employees and elected officials are required to conduct themselves in a manner consistent with the spirit and intent of this policy.
- (b) Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official. (See Article 8B(4)).
- (c) Department Heads, supervisors, and elected officials are responsible for:
 - (i) Establishing and maintaining a climate in the work unit that encourages all employees to communicate questions or concerns regarding this policy;
- (d) Recognizing incidents which they believe may be harassment or sexual harassment;

- (e) Immediately notifying the Human Resources Director or designee, or County Administrator in writing of harassment allegations so that investigatory procedures may be implemented. The failure of a department head and/or supervisor to report a complaint of harassment may result in disciplinary action; and
- (f) Taking corrective action to eliminate substantiated incidents of harassment or sexual harassment.
- (g) Retaliation against a person who makes a complaint of harassment or participates, testifies or assists in the investigation of a harassment complaint is prohibited. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment. Retaliation will not be tolerated and may, in and of itself, result in disciplinary action, up to and including discharge from employment.
- (h) The Human Resources Director or designee is responsible for:
 - (i) Informing department heads and supervisors of their obligations under this policy;
 - (j) Informing employees of the County's policy regarding harassment, including providing training and posting of this policy; and
 - (k) Investigating harassment allegations and ensuring that appropriate disciplinary action is consistently and fairly administered.

Internal Complaint System and Discipline Procedure

- (a) Reporting: Any person who believes he or she has been subjected to harassment or sexual harassment by an employee, officer, agent of the County, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, must report the alleged acts immediately to an appropriate County official as designated below.
- (b) Appropriate County officials to whom complaints of harassment or sexual harassment should be made include:
 - (c) Your supervisor and/or department head;
 - (d) The harasser's supervisor and/or department head;
 - (e) The Human Resources Director or designee;
 - (f) The County Administrator.

If the individual engaging in harassment is an employee's supervisor and/or department head, the aggrieved employee should contact the County Administrator/Human Resources Director or designee. If the individual engaging in harassment is the County Administrator/Human Resources Director or designee, the aggrieved employee should contact a member of the Aitkin County Board.

REPORT IT—DO NOT IGNORE IT!

Investigation

- (a) Upon notice of an allegation of harassment or sexual harassment, the Human Resources Director or designee, or someone they designate, will conduct a prompt, fair, and thorough investigation of the complaint. Fair consideration will be given to all the facts presented. All complaints will be handled in a confidential manner to the extent possible pursuant to applicable laws.
- (b) Normally, as the first step of investigation, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will attempt to obtain the following information:
 - (i) A description of the incident(s), including date(s), time(s), and place(s);
- (c) Corroborating evidence;
- (d) A list of witnesses; and
- (e) Identification of the offender(s).

Prevention of Harassment

Aitkin County will:

- (a) Post notices of County policy and procedures;
- (b) Provide training activities in-house;
- (c) Provide counseling or support services to victims, or arrange for such services provided outside the County.

Section C. Smoke-Free And Tobacco-Free Policy

Purpose: To provide a smoke-free and tobacco-free working environment for Aitkin County employees and citizens.

The Aitkin County Board of Commissioners acknowledges the Minnesota Clean Indoor Air Act, House File #79, Chapter 211, Laws, 1975, Enacted August 1, 1975, Minnesota Statutes §144.411 to §144.417 regarding "Smoking in Public Places."

- (a) All Aitkin County buildings will be smoke-free and tobacco-free; e-cigs are also prohibited. Additionally, there is no smoking or use of tobacco allowed in any county vehicle, equipment, or on lawn mowers or other ride-on equipment.
- (b) Smoking is prohibited 25 feet from any building entrance or exit.

- (c) The responsibility for the enforcement of the smoke-free and tobacco-free policy is delegated to the individual Department Heads, both elected and appointed.

Section D. Drug Free Workplace Policy

Purpose: To provide a drug and alcohol free working environment for Aitkin County employees and citizens.

Introduction

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- (a) Aitkin County recognizes that drug use creates significant social problems that have the potential for causing severe effects to Aitkin County's workforce. Aitkin County has the responsibility to maintain a drug-free workplace and ensure that its employees perform their jobs efficiently, safely and in a professional manner. In order to achieve these objectives, Aitkin County employees must be able to work in a drug-free work environment, and themselves be free from the effects of drugs while at work.
- (b) The County intends to focus on education, prevention and assistance measures in striving to maintain a drug-free workplace as well and providing a safe and productive work environment. The purpose of this policy is to set forth the County's rules regarding drug use and possession of such in the workplace.

Scope Of Coverage

The Aitkin County Policy on a Drug-Free Workplace is applicable to all Aitkin County employees, independent contractors and volunteers or any individual who is representing Aitkin County in any capacity. It will be the responsibility of every County Department to enforce all provisions of this policy. Questions regarding this policy should be referred to the Aitkin County Central Service Department. The coverage and intent of this policy is in accordance with the provisions as set forth in the Federal Drug-Free Workplace Act of 1988.

Definitions

- (a) "Work Related Drug Use" is defined as the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana or the use of prescription drugs when resulting behavior or appearance adversely affects work performance.
- (b) "Adversely Affects Work Performance" and "Under the influence" is determined to be present if the employee is perceptibly impaired; has impaired alertness, coordination, reaction, responses or effort; if the employee's condition threatens the safety of him/herself or others; or unprofessional or irresponsible conduct detrimental to the County.
- (c) "Controlled Substances" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

- (d) "Mood-altering" or "Alert" means those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.
- (e) "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

County Employee Assistance Program

Employees may seek assistance through the county in a professional and confidential, out-of-work setting. Employees who may have an alcohol or other drug use problem are encouraged to seek a professional assessment before the problem affects their employment status. The Human Resources Director or designee will act as a confidential liaison between the employee and service provider if assistance is needed with setting up the initial appointment. Participation in this program is voluntary and confidential, except as may be required pursuant to Public Law 100-690, Title V, Subtitled D.

Consequence Of Violations

Violations of this policy may constitute grounds for discipline, up to and including discharge. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved.

Prohibitions

- (a) No employee shall report to work under the influence of alcohol, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision-making or safety.
- (b) No employee shall operate, use or drive any equipment, machinery or vehicle of the County while under the influence of alcohol, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use or drive county equipment.
- (c) No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use alcohol or a controlled substance in the workplace or wherever the County's work is being performed.
- (d) During work hours or while on the County's premises, no employee shall use, sell, possess or transfer alcoholic beverages, with the following exceptions:
 - (i) Consumption, possession, sale or purchases of alcohol when authorized by a Commissioner under separate statutory or executive agency authority.
- (e) Possession of alcohol while being transported in a County vehicle in compliance with applicable statutory requirements.

- (f) Possession of alcohol while in an employee's personal vehicle on the county's premises in compliance with applicable statutory requirements.
- (g) Possession of alcohol incidental to an investigation or court proceeding authorized by the Sheriff or County Attorney.
- (h) Additionally, employees shall not participate in these activities during rest breaks or during overtime work.
- (i) Engaging in off-duty sale, purchase, transfer, use or possession of alcohol or controlled substances may have a negative effect on an employee's ability to perform his/her work for the county. In such circumstances, the employee is subject to discipline.
- (j) When an employee is taking medically authorized drugs or other substances which may alter job performance, as defined in III-D above, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position.
- (k) Agencies shall notify the appropriate law enforcement agency when they have reasonable suspicion, as defined in III-E above, to believe that an employee may have alcohol or controlled substances in his/her possession at work or on county premises. Where appropriate, agencies shall also notify licensing boards.
- (l) Employees are restricted from consuming alcoholic beverages or controlled substances during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the county. Employees are advised that in any situation subsequent to the intake of alcohol or a controlled substance where the employee must continue conducting the county's business, any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including discharge.

Supplemental Policies

County departments may promulgate supplemental policies, which are not in conflict with this policy, including prohibiting the use or consumption of alcohol and/or controlled substances within a specified time period before the commencement of work. Such pre-work abstinence must be restricted to employees involved in sensitive security, treatment, or equipment operation and written notice must be disseminated to affected employees. Further, policies may be adopted only after meet and confer sessions are held with exclusive representatives and approval of the Minnesota Department of Employee Relations.

Data Disclosure

Disclosure of information regarding employee alcohol and other drug use in the workplace must be consistent with applicable collective bargaining agreements and law. Questions in this area should be directed to the Employment and Labor Law Section of the Attorney General's Office or to the Department of Employee Relations, Labor Relations Bureau.

Federal Grant Employees

Each employee engaged in the performance of work on federal grants or contracts is required to notify their department head of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Drug/Alcohol Testing

Any alcohol and/or other drug testing undertaken by Appointing Authorities shall be in accordance with Minnesota Statutes §181.950-957, the Minnesota Drug and Alcohol Testing in the Workplace Act. Individual department drug and alcohol testing policies must be in written form and must be reviewed by the Minnesota Department of Employee Relations prior to implementation.

Section E. Job Classification

Classification Plan

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Job classifications are shown in Appendix B.

These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute §471.991-§471.999 related to local governments in Minnesota.

The County Job Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The County Administrator shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County. From time to time, management will need to create new classifications to better respond to the needs and challenges of Aitkin County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the job class, as allowed by collective bargaining agreements.

Position Descriptions: Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

- (a) Objective or summary of the position;
- (b) Essential job duties and responsibilities;
- (c) Supervisory authority of the position, if any;
- (d) Required Knowledge, Skills, and Abilities;

- (e) Required education, work experience, licenses and certifications;
- (f) Physical demands and working conditions;
- (g) Minimum or preferred qualifications; and
- (h) Fair Labor Standards Act (FLSA) status.

Position Reclassification

- (a) Position reclassification becomes necessary when a significant change takes place in the scope of the position.
- (b) The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary.
 - (i) Department heads or their designees are encouraged to review position descriptions during annual performance appraisals and to inform the Human Resources Director of any revisions necessary in the position description, noting if there is a significant change in the nature or scope of the work performed in the job classification. The Human Resources Director is responsible for assisting the Department Head to make revisions. The County Administrator will approve position description revisions if the revisions will result in a lower grade level. County Board approval is required when positions are reclassified to higher grade levels.
- (c) Consideration for job classifications that experience significant change will be handled on a case-by-case basis with the department head notifying the Human Resources Director of the changes and reasons for the changes.
- (d) The County Administrator shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the Human Resources Director of the decisions. The Human Resources Director shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade, and actual salary.
- (e) A FLSA non-exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

Commented [BJD8]: Jessica's preference? Will she be doing this review and comparison or HR?

- (f) If a position is evaluated at a lower pay grade, within the DBM classification system, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
- (g) Pay adjustments due to position reclassification will be applied prospectively, not retroactively. The effective date of any pay adjustment shall be January 1st or the first day of the first pay period following Board approval of the classification change. Agreement with the exclusive representative will be sought prior to Board action when necessary and changes must comply with the provisions of the union contract.

Periodic Classification Review

- (h) In the event that an employee requests a classification review and the department head elects to not bring the request to the Human Resources Director, the employee may appeal his or her classification by presenting facts to the Human Resources Director within ten (10) working days following the department head's response to the employee. The appeal to the Human Resources Director will be in writing and will include the department head's response.
- (i) The Human Resources Director will review the facts and respond to the employee within sixty (60) calendar days of receipt of the appeal. If the Human Resources Director agrees with the department head, the decision made by the Human Resources Director will submit the facts to the County Administrator for resolution. If the Human Resources Director agrees with the employee, the facts will be submitted to the County Administrator for resolution, and the decision made by the County Administrator will be final.
- (j) Periodic classification reviews can be requested by employee(s) of a particular job class, to their department head, once every 24 months when significant change has occurred to the job.

Classification Changes Initiated By the Human Resources Director

The Human Resources Director, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head and obtaining the approval of the County Administrator. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for approval.

New Positions

If a new position classification is created, it will be the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Director will work with department heads and supervisors to develop the position description in a format consistent with all position descriptions. The position description will be assigned to a classification

under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

Section F. Employee Recognition Service Awards

Commented [BJD9]: Employee Recognition Workgroup is reviewing this section and will bring an update in the new year.

Purpose: To formally recognize employees who have completed 25, thereafter in increments of 5, years of service by presenting them with an award for their achievement.

In appreciation of their contribution, Aitkin County employees shall receive a service award for reaching 25, 30, and 35 years of service. The Labor-Management Committee shall coordinate the selection, purchasing and presentation of the awards.

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The dollar value of each award will also be based upon the years of service:

- (a) 25 years of service \$ 50
- (b) 30 years of service \$100
- (c) 35 years of service \$150

ARTICLE IX FORMS AND ATTACHMENTS

Section A. Appendix A, Salary Schedule

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners. Salary increases will take effect January 1st for all positions, unless noted otherwise.

AITKIN COUNTY UNIFORM WAGE SCALE (2019)

One-half percent (1/2%) General Adjustment, Plus 3% Within Range Movement, not to exceed the Max.

2019 Non-union FLSA Non-exempt			2019 Non-union FLSA Exempt		
Grade	Minimum	Maximum	Grade	Minimum	Maximum
20	\$ 42.08	\$ 62.78	20	\$ 87,524.00	\$ 130,586.24
19	\$ 40.53	\$ 60.45	19	\$ 84,294.33	\$ 125,741.74
18	\$ 38.97	\$ 58.12	18	\$ 81,064.67	\$ 120,897.24
17	\$ 37.42	\$ 55.79	17	\$ 77,835.00	\$ 116,052.74
16	\$ 35.87	\$ 53.47	16	\$ 74,605.33	\$ 111,208.23
15	\$ 34.32	\$ 51.14	15	\$ 71,375.66	\$ 106,363.73
14	\$ 32.76	\$ 48.81	14	\$ 68,145.99	\$ 101,519.23
13	\$ 31.21	\$ 46.48	13	\$ 64,916.33	\$ 96,674.73
12	\$ 29.66	\$ 44.15	12	\$ 61,686.66	\$ 91,830.23
11	\$ 28.10	\$ 41.82	11	\$ 58,456.99	\$ 86,985.72
10	\$ 26.55	\$ 39.49	10	\$ 55,227.32	\$ 82,141.22
9	\$ 25.00	\$ 37.16	9	\$ 51,997.65	\$ 77,296.72
8	\$ 23.45	\$ 34.83	8	\$ 48,767.99	\$ 72,452.22
7	\$ 21.89	\$ 32.50	7	\$ 45,538.32	\$ 67,607.72
6	\$ 20.34	\$ 30.17	6	\$ 42,308.65	\$ 62,763.21
5	\$ 18.79	\$ 27.85	5	\$ 39,078.98	\$ 57,918.71
4	\$ 17.24	\$ 25.52	4	\$ 35,849.31	\$ 53,074.21
3	\$ 15.68	\$ 23.19	3	\$ 32,619.65	\$ 48,229.71
2	\$ 14.13	\$ 20.86	2	\$ 29,389.98	\$ 43,385.21
1	\$ 12.58	\$ 18.53	1	\$ 26,160.31	\$ 38,540.70

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Section B. SEASONAL AND TEMPORARY EMPLOYEE WAGE SCALE

Seasonal and temporary employees will generally be paid at the "Minimum rate" for the applicable job classification, or as otherwise determined by Administration.

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Guidelines:

Substitute Instructor/Naturalist, Grade 4 Minimum

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Seasonal Equipment Operator, Grade 3 Minimum

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Seasonal Boat & Water Safety Officer, Election Clerk, Temporary Clerical Worker, Grade 2 Minimum

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Seasonal Crew Leader, Survey Crew Technician, Survey/Construction Staking Laborer, Grade 2 Minimum

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Seasonal Laborer, Substitute Cook, Substitute Custodian, Grade 1 Minimum

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LLCC Seasonal Staff, varies as determined by Administration

Other Temporary and Seasonal Positions, varies as determined by Administration

Appendix B, Job Classifications (ALPHA SORT ON FINAL COPY)

Non-union Job Classifications	Grade
ACCOUNTANT (Highway Dept.)	10
ADMINISTRATIVE ASSISTANT (County Administrator's Office)	6
BUSINESS MANAGER.-LLCC	10
ASST. COUNTY ATTORNEY I	11
ASST. COUNTY ATTORNEY II	13
ASST. COUNTY ENGINEER	13
ASST. HWY. MAINT. FOREMAN	6
ASST. LAND COMMISSIONER	10
ASST. ZONING ADMINISTRATOR	10
BUILDING & GROUNDS SUPERVISOR	7
CHILD SUPPORT SUPERVISOR	10
COMPLIANCE OFFICER/WETLAND SPE	9
COMPUTER SPECIALIST/ WEB	4
CONFIDENTIAL SECRETARY (Sheriff's Office)	4
COOK -LLCC	1
COOK-HOUSEKEEPER-DISHWASHER - LLCC	1
COUNTY ADMINISTRATOR	20
COUNTY ASSESSOR	14
COUNTY ENGINEER	18

CRIME VICTIM COORDINATOR	6
CUSTODIAN	2
DEPUTY AUDITOR / PAYROLL TECHNICIAN	6
ECONOMIC DEV/FOREST IND. COORD	10
ENVIRONMENTAL HEALTH SPEC.	9
ENVIRONMENTAL SERVICE DIR	14
FINANCIAL ASSISTANCE SUPERVISOR (HHS)	10
FINANCIAL ASSISTANT (Auditor's Office)	10
FISCAL SUPERVISOR / COLLECTIONS OFFICER (HHS)	10
FOOD SERVICE COORD.-LLCC	3
GIS COORDINATOR	9
HEALTH AND HUMAN SERVICES DIRECTOR	18
HEALTH EDUCATOR	9
HUMAN RESOURCES DIRECTOR	14
HUMAN RESOURCES SPECIALIST	5
HWY. MAINT. FOREMAN	10
EDUCATION MANAGER.-LLCC	10
IT DIRECTOR	14
LAND COMMISSIONER	14
LAND SURVEY COORDINATOR	9
MAINTENANCE COORD.-LLCC	3
NETWORK ADMINISTRATOR	9

NETWORK APPLICATION SUPPORT SPECIALIST	7
OFFICE ASSISTANT IV (Highway)	4
OFFICE MANAGER / LEAD PARALEGAL	8
OFFICE SUPPORT SPECIALIST, SR.	4
PUBLIC HEALTH NURSE	10
PUBLIC HEALTH SUPERVISOR	13
REGISTERED NURSE	9
RIGHT OF WAY / PERMITTING AGENT	9
SCHOOL YEAR INSTRUCTOR NATURALIST-LLCC	5
SOCIAL SERVICES SUPERVISOR	13
SR. ASST. COUNTY ATTORNEY	17
VETERANS SERVICES OFFICER	9
ASSISTANT VSO	4
COMMUNITY CORRECTIONS DIRECTOR	14
CORRECTIONS AGENT	10
PROBATION CASE AIDE	4

2017 NON-UNION FLSA EXEMPT				2017 NON-UNION FLSA NON-EXEMPT			
Grade	MIN	MAX		Grade	MIN	MAX	
20	\$ 87,089	\$ 129,937		20	\$ 41.87	\$ 62.47	
19	\$ 83,875	\$ 125,116		19	\$ 40.32	\$ 60.15	
18	\$ 80,661	\$ 120,296		18	\$ 38.78	\$ 57.83	
17	\$ 77,448	\$ 115,475		17	\$ 37.23	\$ 55.52	
16	\$ 74,234	\$ 110,655		16	\$ 35.69	\$ 53.20	
15	\$ 71,021	\$ 105,835		15	\$ 34.14	\$ 50.88	
14	\$ 67,807	\$ 101,014		14	\$ 32.60	\$ 48.56	
13	\$ 64,593	\$ 96,194		13	\$ 31.05	\$ 46.25	
12	\$ 61,380	\$ 91,373		12	\$ 29.51	\$ 43.93	
11	\$ 58,166	\$ 86,553		11	\$ 27.96	\$ 41.61	
10	\$ 54,953	\$ 81,733		10	\$ 26.42	\$ 39.29	
9	\$ 51,739	\$ 76,912		9	\$ 24.87	\$ 36.98	
8	\$ 48,525	\$ 72,092		8	\$ 23.33	\$ 34.66	
7	\$ 45,312	\$ 67,271		7	\$ 21.78	\$ 32.34	
6	\$ 42,098	\$ 62,451		6	\$ 20.24	\$ 30.02	
5	\$ 38,885	\$ 57,631		5	\$ 18.69	\$ 27.71	
4	\$ 35,671	\$ 52,810		4	\$ 17.15	\$ 25.39	
3	\$ 32,457	\$ 47,990		3	\$ 15.60	\$ 23.07	
2	\$ 29,244	\$ 43,169		2	\$ 14.06	\$ 20.75	
1	\$ 26,030	\$ 38,349		1	\$ 12.51	\$ 18.44	

2018 NON-UNION FLSA EXEMPT				2018 NON-UNION FLSA NON-EXEMPT			
Grade	MIN	MAX		Grade	MIN	MAX	
20	\$ 87,089	\$ 129,937		20	\$ 41.87	\$ 62.47	
19	\$ 83,875	\$ 125,116		19	\$ 40.32	\$ 60.15	
18	\$ 80,661	\$ 120,296		18	\$ 38.78	\$ 57.83	
17	\$ 77,448	\$ 115,475		17	\$ 37.23	\$ 55.52	
16	\$ 74,234	\$ 110,655		16	\$ 35.69	\$ 53.20	
15	\$ 71,021	\$ 105,835		15	\$ 34.14	\$ 50.88	
14	\$ 67,807	\$ 101,014		14	\$ 32.60	\$ 48.56	
13	\$ 64,593	\$ 96,194		13	\$ 31.05	\$ 46.25	
12	\$ 61,380	\$ 91,373		12	\$ 29.51	\$ 43.93	
11	\$ 58,166	\$ 86,553		11	\$ 27.96	\$ 41.61	
10	\$ 54,953	\$ 81,733		10	\$ 26.42	\$ 39.29	
9	\$ 51,739	\$ 76,912		9	\$ 24.87	\$ 36.98	

8	\$	48,525	\$	72,092	8	\$	23.33	\$	34.66
7	\$	45,312	\$	67,271	7	\$	21.78	\$	32.34
6	\$	42,098	\$	62,451	6	\$	20.24	\$	30.02
5	\$	38,885	\$	57,631	5	\$	18.69	\$	27.71
4	\$	35,671	\$	52,810	4	\$	17.15	\$	25.39
3	\$	32,457	\$	47,990	3	\$	15.60	\$	23.07
2	\$	29,244	\$	43,169	2	\$	14.06	\$	20.75
1	\$	26,030	\$	38,349	1	\$	12.51	\$	18.44



Board of County Commissioners Agenda Request

4B

Agenda Item #

Requested Meeting Date: 12/18/2018

Title of Item: Adopt Safety Policy and Emergency Action Plan for Employees

<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)	<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>
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Submitted by: Bobbie Danielson	Department: HR Department
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: 5 minutes
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Summary of Issue:

The Safety Committee and Department Heads have reviewed the attached policy updates. Changes are shown on the attached document. Highlights are summarized below for your convenience:

- *Tornado/Storm Shelter areas have been updated to reflect the office relocations.
- *Fire extinguisher training video is now located on the intranet.
- *In the event of a fire, the last person to exit each room will leave the office door open so the area can be cleared quickly by the supervisor (or designee).
- *Workplace Security/Safety section was added to include precautions that should be taken for on-site and off-site worker safety.
- *Guidelines for communicating with a client with mental illness section was updated.
- *Employees are required to report witnessed injuries and to document date, time, and circumstances observed.
- *PH Nurses will provide initial assistance when illness/injury incidents occur on the courthouse campus.
- *Dan Haasken, GIS Coordinator, updated the city map insert.
- *Safety Policy Acknowledgment of Receipt form attached.

(The lock down locations have purposefully been omitted from the attached public agenda copy for staff safety purposes, but will be included in the final safety policy and shared with all staff.)

Alternatives, Options, Effects on Others/Comments:

If you have any questions or require additional information prior to the meeting, please feel free to contact me.

Recommended Action/Motion:

Motion to adopt the attached Safety Policy and Emergency Action Plan for Employees, effective December 18, 2018, noting upon approval by the Board this plan shall replace and supersede the prior Emergency Action Plan for Employees.

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:*

N/A. Will be distributed electronically to staff and retained on the Intranet.

AITKIN COUNTY
SAFETY POLICY
AND
EMERGENCY ACTION PLAN
FOR EMPLOYEES

INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES

Board Adopted [pending approval, December 18, 2018]

Deleted: August 13, 2013

EMERGENCY ACTION PLAN

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INTRODUCTION

Purpose

This Emergency Action Plan is for internal use only. It is different than the "county-wide" local Emergency Operations Plan (EOP*) prepared by the County Emergency Management Director that addresses the general public and Aitkin County as a whole and does not include Public Health Pandemic Preparedness which is coordinated by local Public Health officials. This Emergency Action Plan is for Aitkin County Employees only.

This Emergency Action Plan covers designated actions department heads and employees must take to ensure employee safety from fire and other emergencies. The goal is to protect lives and property in the event of an emergency. Management and employee commitment and support are critical to the plan's success. Each employee is responsible for knowing their role in the event of an emergency.

*A copy of the Aitkin County-Wide Emergency Operations Plan can be obtained from the Sheriff's Office.

EMERGENCY PLANNING

Contacting Employees

Each department shall establish a system to communicate and get in touch with staff, whether to let employees know the organization is closed or to contact certain employees in the event of a catastrophe. This can be as low-tech as a phone card that employees can carry in their wallets listing names and phone numbers, or it can be a phone tree or system of sending voicemail, text messages, and/or email to multiple employees at once. Department heads are encouraged to test the system annually to see if it is possible to contact everyone.

Keep in mind, during a disaster or an interruption, you can't always count on being able to dial in, log in, or walk in. Also, in the event of an emergency, it could be important to have ready access to important personal information about your staff. This includes their home telephone numbers and the names and telephone numbers of their next of kin.

Train and Practice Drills

The best way to protect employees and the organization is to prepare to respond to an emergency before it happens. Few people can think clearly and logically in a crisis, so it is important to do so in advance, when you have time to be thorough.

Department heads are required to train employees on their individual roles and responsibilities, hazards, notification and communication procedures, means for locating family members in an emergency, emergency response procedures, evacuation, shelter, and accountability procedures, location and use of common emergency equipment, and emergency shutdown procedures. Once department heads have reviewed the emergency action plan with employees and everyone has had the proper training, it is recommended to hold practice drills annually or as often as necessary to keep employees prepared. After each drill, gather management and employees in the department to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of the plan and work to improve it.

MEDIA PROCEDURES

All staff must refer media to a County spokesperson. The County assumes responsibility for issuing public statements during an emergency.

The County Administrator or designee will serve as the County spokesperson.

WORKPLACE EMERGENCY DEFINED

A workplace emergency is an unforeseen situation that threatens employees, customers, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.

CHAIN OF COMMAND AND AUTHORITY TO ORDER AN EVACUATION OR SHUTDOWN

The County Administrator, in cooperation with Sheriff, is responsible to lead and coordinate the emergency plan and evacuation. They are responsible:

- for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures;
- supervising all efforts in the area, including evacuating personnel;
- coordinating outside emergency services, such as medical aid and local fire departments, and ensuring that they are available and notified when necessary;
- directing the shutdown of business operations when required;
- training employees designated to assist in emergency evacuation procedures and who remain to operate critical business operations before they evacuate, so they are capable of recognizing when to abandon the operation and evacuate themselves.

Department Heads and Supervisors will serve as additional emergency action plan coordinators to assist employees during an emergency.

CRISIS MANAGEMENT TEAM MEMBERS AND RESPONSIBILITIES

Crisis Management Team

The Aitkin County Crisis Management Team members are:

County Administrator
County Sheriff
County Attorney
HHS Director and other HHS/Public Health staff as assigned by the Director
County Engineer
County Auditor
Business Manager, Long Lake Conservation Center (LLCC)
Human Resources Director
IT Director
Building Maintenance Supervisor

Other employees may be called upon to assist as needed. The County Administrator, in cooperation with the County Sheriff, is in charge of making decisions, including but not limited to when to evacuate facilities.

Crisis Management Team Duties and Responsibilities

At his or her discretion, the County Administrator will:

- o Convene the Crisis Management Team.
- o Implement emergency procedures and evacuation orders, in cooperation with the Sheriff.
- o Notify County Commissioners. An emergency meeting of the County Board may be called when deemed necessary by the County Administrator or Board Chair.
- o Notify community agencies, if necessary.
- o Serve as the media spokesperson.
- o Implement steps for recovery and business continuity.

County Sheriff will:

- o Implement emergency procedures and staff evacuation orders, in cooperation with the County Administrator.
- o Serve as the media spokesperson if requested, in absence of the County Administrator.

Other Members of the Crisis Management Team will:

- o Serve as the media spokesperson if requested, in absence of the County Administrator.
- o Assist the County Administrator and Sheriff as directed.

EVACUATION PROCEDURES, INCLUDING ROUTES AND EXITS

Evacuation procedures that show evacuation routes and exits shall be posted prominently in each department for all employees to see. Each department head will designate primary and secondary evacuation routes and exits. To the extent possible under the conditions, they will ensure that evacuation routes and emergency exits meet the following conditions:

- o Clearly marked and well lit;
- o Wide enough to accommodate the number of evacuating personnel;
- o Unobstructed and clear of debris at all times; and
- o Unlikely to expose evacuating personnel to additional hazards.

Department heads shall assign employees who are responsible for assisting coworkers with disabilities, checking offices, conference rooms, bathrooms, and other spaces before being the last person to exit the area. These employees may also be tasked with ensuring that fire doors are closed when exiting. All employees designated to assist in emergency evacuation procedures shall be trained by the Building Maintenance Supervisor in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked.

PROCEDURES FOR ASSISTING PEOPLE WITH DISABILITIES

Some people may have hearing, vision, speech, cognitive or intellectual limitations. Others may have limited proficiency in English. These people may not be able to take in or respond to information. In an emergency, they may not be able to hear verbal messages or see directional signs. In addition, they may not understand how to seek help. Employees will offer to assist these individuals during an evacuation.

Department heads will ensure that emergency routes and exits are clear of debris at all times so there are no obstructions for wheelchair users. Elevators will not be used for evacuation purposes.

ACCOUNTING FOR STAFF FOLLOWING AN EVACUATION

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of employees, designated assembly areas will be utilized. Employees are required to report to the assembly area after evacuating. Each department must take a head count after the evacuation and identify the names and last known locations of anyone not accounted for and pass them to the County Administrator.

Employees who had clients or other customers with them at the time of evacuation will notify their department head of anyone not accounted for at the assembly area so that information can also be passed on to the County Administrator.

In the event the incident expands and further evacuation is needed, the County Administrator or Sheriff may send employees home by normal means, direct them to an alternate assembly area, or provide them with transportation to an offsite location.

RESCUE OR MEDICAL DUTIES

Rescue work will be left to those who are trained, equipped, and certified to conduct rescues. The employer provides periodic First Aid and CPR/AED training onsite. Employees who are interested in this training may contact their department head. Department heads may contact the Human Resources department for upcoming First Aid and CPR/AED training schedules.

EMERGENCY PHONE NUMBERS

Dial 911 for fire, ambulance, and police.	
American Red Cross	(800) 950-4275
Statewide Division of Emergency Management	(800) 422-0798
Disaster Assistance	(800) 404-2236
Crisis Line and Referral Services	(800) 462-5525

FLOODS

Once a river reaches flood stage, the flood severity categories used by the National Weather Service include minor flooding, moderate flooding, and major flooding. Each category has a definition based on property damage and public threat.

Minor Flooding - minimal or no property damage, but possibly some public threat or inconvenience.

Moderate Flooding - some flooding of structures and roads near streams. Some evacuations of people and/or transfer of property to higher elevations are necessary.

Major Flooding - extensive flooding of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations.

The impacts of floods vary locally. Employees must use extreme caution if venturing near riverbanks and move to higher ground immediately should rising water threaten their safety. Most flood deaths occur in automobiles. Employees should not walk through areas where water covers roadways or drive vehicles into areas where the water covers the roadway. Flood waters are usually deeper than they appear. Just one foot of flowing water is powerful enough to sweep vehicles off the road.

Flood Duties and Responsibilities, Department Heads and Supervisors

When a Flood Watch has been issued in the area, department heads and supervisors will:

- Monitor Emergency Alert Stations or National Weather Service, and stay in contact with local emergency management officials.
- Review evacuation procedures with employees and visitors.

When a Flood Warning has been issued in the area, department heads and supervisors will:

- Advise staff and, as needed, implement emergency procedures and staff evacuation orders, as directed by the County Administrator or Sheriff.

SEVERE THUNDERSTORMS

Severe Thunderstorm Watch

A severe thunderstorm watch tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to the National Weather Service, radio, or television for information.

Severe Thunderstorm Watch Procedures

When the National Weather Service issues a severe thunderstorm watch, it will be communicated by Dispatch to all employees via email. The notification will include the following information/instructions:

- County is under a severe thunderstorm watch
- Time severe thunderstorm watch expires
- Normal routine will not be interrupted unless a severe thunderstorm warning is issued
- If a severe thunderstorm warning is issued for Aitkin County, proceed immediately to the nearest designated storm shelter in your building.

Severe Thunderstorm Warning

A severe thunderstorm warning is issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

Severe Thunderstorm Warning Procedures

When the National Weather Service issues a severe thunderstorm warning, all employees and visitors will proceed to the nearest designated storm shelter area in the building where they are located.

Thunderstorm Guidelines

Guidelines for what you should do if a thunderstorm is likely in your area:

- Postpone outdoor work activities.
- Get inside a building or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning.
- However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Secure outside doors. Close window blinds, shades, or curtains.
- Use a corded telephone only for emergencies. Cordless and cellular phones are safe to use.
- Use a battery-operated Weather Radio for updates from local officials.

Lightning Safety Tips for Inside the Building

Avoid contact with corded phones, electrical equipment or cords, and plumbing. If you plan to unplug any electronic equipment, do so well before the storm arrives. Stay away from windows and doors. Do not lie on concrete floors or lean against concrete walls.

Places to Avoid during a Severe Thunderstorm / Employees in the Field

Avoid natural lightning rods, such as a tall isolated tree in an open area, hilltops, open fields, the beach, or a boat on the water. Avoid isolated sheds or other small structures in open areas and anything metal, such as tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

For employees who are in the field, see also the tornado/storm shelter areas below, sections "Employees in a Vehicle" and "Employees in the Outdoors".

Severe Thunderstorm Duties and Responsibilities, Department Heads and Supervisors

When a severe thunderstorm warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest storm shelter in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area. Report missing people to the County Administrator.

Severe Thunderstorm Duties and Responsibilities, Employees

When a severe thunderstorm warning has been issued, employees will:

- Employees with a weather alert radio should bring the radio to the storm shelter area.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the weather threat is over. Note, there is no "all clear" signal

given – this will typically be provided by listening to the radio or TV station, or by contacting the County's dispatch center.

TORNADOS

Tornados are nature's most violent storms. Spawned from powerful thunderstorms, tornados can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour.

Tornado Watch

Weather conditions are considered favorable for tornados to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television and radio. When a tornado watch has been issued, employees should monitor the weather radio, local radio or television for additional watches or warnings.

Tornado Watch Procedures

When the National Weather Service issues a tornado watch, it will be communicated by Dispatch to all employees via email. The notification will include the following information/instructions:

- County is under a tornado watch
- Time tornado watch expires
- Normal routine will not be interrupted unless a tornado warning is issued
- If the weather radio or outside sirens sound indicating a tornado warning for Aitkin County, proceed immediately to the nearest tornado/storm shelter area in your building.

Tornado Warning

A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. **Take shelter immediately.** Remember that tornados can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado, and be prepared.

Tornado Warning Procedures

When the National Weather Service issues a tornado warning, the tornado sirens will be activated. All employees and visitors will proceed to the nearest designated tornado/storm shelter area in the building where they are located. Shelter areas depend on your location at the time of the tornado warning. If you are in a building, stay in that building and go to the nearest designated tornado/storm shelter area. Designated shelter areas include areas such as a basement. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls.

Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

If you are outside, immediately enter the nearest building and proceed to the nearest designated tornado/storm shelter area. If you are outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornados causes most fatalities and injuries.

Places to Avoid During a Tornado / Employees in the Field

Avoid all outside walls, elevators and windows of buildings. Avoid any low-lying area that could flood. Do not use vehicles for shelter. Avoid building areas with large roof spans.

For employees who are in the field, see also the tornado/storm shelter areas below, sections "Employees in a Vehicle" and "Employees in the Outdoors".

Tornado Duties and Responsibilities, Department Heads and Supervisors

When a tornado warning has been issued, department heads and supervisors will:

- Gather employee rosters and weather alert radio.
- Direct employees and visitors to proceed in a quick and orderly manner to the nearest tornado/storm shelter area in the building.
- Instruct employees and visitors not to leave the building.
- Take roll call upon arriving at the shelter area. Report missing people to the County Administrator.

Tornado Duties and Responsibilities, Employees

When a tornado warning has been issued, employees will:

- Employees with a weather alert radio should bring the radio to the tornado/storm shelter area.
- Proceed to the nearest designated shelter area in the building by the quickest route, assisting clients, customers, and/or individuals with disabilities.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area or calmly remain standing.
- Remain in the shelter until the tornado warning is over. Note, there is no "all clear" signal given – this will typically be provided by listening to the radio or TV station, or by contacting the County's dispatch center.

TORNADO / STORM SHELTERS AREAS

In the event of severe weather conditions, occupants of the following buildings should go to the storm shelter area indicated:

Building or Worksite	Tornado/Storm Shelter Areas
Courthouse, South Annex Basement HHS* Sheriff's Office and Jail License Center	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room. *Gather by unit.</p> <p>During a tornado warning: Basement of the building they are currently in.</p>
Employees in a Vehicle	<p>During a severe thunderstorm warning: Do not drive unless necessary. Tune in to your radio to stay informed of approaching storms. Turn on your headlights and slow down. Allow extra distance for braking. Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. Stay in the car and turn on the emergency flashers until the heavy rains subside. An automobile provides better insulation against lightning than being in the open. Avoid contact with any metal conducting surfaces either inside your car or outside. Avoid flooded roadways and downed power lines.</p> <p>During a tornado warning: Do not drive during tornado conditions. Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air. Get out of your vehicle immediately and seek shelter in a nearby building. If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or a low-lying area away from the vehicle. Be aware of the potential for flooding. Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.</p>
Employees in the Outdoors	<p>During a severe thunderstorm warning: If possible, seek shelter in a vehicle or sturdy building.</p> <p>Avoid the following: Natural lightning rods such as a tall, isolated tree in an open area. Hilltops, open fields, the beach, or a boat on the water. Isolated sheds or other small structures in open areas. Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.</p> <p>During a tornado warning: If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.</p>

Deleted: and West Annex

CONTINUED ON NEXT PAGE

TORNADO/STORM SHELTERS AREAS, CONTINUED

Land Department	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: Basement of the Aitkin County Courthouse if time allows. Otherwise, to an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>
Long Lake Conservation Center	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: Northstar Lodge inner hall or the Marcum House "show room" if time allows. Otherwise, to an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>
Road & Bridge Shops	<p>During a severe thunderstorm warning: Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room.</p> <p>During a tornado warning: To an enclosed, windowless area in the center of the building -- away from glass. Then, crouch down and cover your head.</p>

Deleted: Parks Shop

FIRES

Each department has an emergency procedures and evacuation plan to follow in the event of a fire. These are posted prominently in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. A fire extinguisher video is available for employees to watch on the intranet. All employees are expected to familiarize themselves with the location of such equipment.

Commented [BJD1]: New, recommended by Safety Cmte.

If you see smoke or flames, immediately activate the nearest fire alarm and then call 911 from a safe location. If time allows, also notify the County Administrator. In the event that the fire alarm system is activated, all employees are to evacuate the building by following the procedures below.

Procedures:

In the event of a fire alarm test, an appropriate announcement will be made *prior to the test* by the Building Maintenance department. If no such announcement is made, employees must assume the fire alarm was sounded for an actual fire emergency. In the event of an actual emergency, all employees should immediately stop whatever they are doing, remain calm and report to the designated assembly area for fire evacuation. The last person to exit each room should leave the office door open as the supervisors (or designee) are sweeping the hallways. Under any and all circumstances, employees should remember that safety to life should always come first.

When evacuating, if the nearest stairwell is blocked by smoke, employees should use another stairwell. Employees should not use the elevator. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell in a safe and quick manner. The department head will have made every attempt, however, to make prior arrangements with staff for these individuals to have assistance in evacuating the building in the event of an emergency.

Employees who arrive at the designated assembly area first must position themselves far enough away from the entrance door(s) and/or building to enable everyone to assemble and stand clear of emergency vehicles. The street must be kept clear, so as not to hamper the movement of emergency vehicles into the area.

The Building Maintenance Supervisor or designee will meet the fire department at the entrance to provide additional information. No one may reenter the building without permission from the County Administrator, Fire Chief, or Sheriff's Office representative.

Fire Evacuation Duties and Responsibilities, Department Heads and Supervisors

When an evacuation occurs due to fire, department heads and supervisors will:

- o Gather employee rosters and floor plans.
- o Check the area before leaving, if it can be accomplished without risk to self.
- o Take roll call upon arriving at the designated assembly area. Report missing people to the County Administrator.
- o After consulting with the County Administrator or other appropriate officials, the department head may move employees and visitors to alternate locations. If weather is inclement or the building is damaged, the primary relocation center is Aitkin City Hall. The secondary relocation center is Westside Church. Maps to both locations are shown below.
- o The County Administrator, Fire Chief, or Sheriff's Office representative will notify employees when they can reenter the building.
- o The County Administrator will report the incident to the Fire Marshal as required by State Law.

Designated Assembly Areas for Fire Evacuation (Primary Relocation Center)

Building or Worksite on Fire	Designated Assembly Area
Courthouse and South Annex Basement	Aitkin City Hall Council Meeting Room
Sheriff's Office and Jail	Follow departmental procedures
HHS	Aitkin PUC <u>Garage Bays</u> (gather by unit)
Land Department, License Center	Aitkin County Courthouse <u>Rotunda</u>
Road & Bridge, Aitkin Shop	Aitkin County Courthouse <u>Rotunda</u>
Long Lake Conservation Center	Cold Storage Building
Road & Bridge, Palisade Shop	LLCC Dining Hall Parking Lot
Road & Bridge, Hill City Shop	R&B to Palisade Community Center
Road & Bridge, Jacobson Shop	Hill City City Hall
	Jacobson Fire Hall

Deleted: West Annex

Deleted: Parks Shop

Road & Bridge, McGrath Shop	McGrath DNR Building
Road & Bridge, McGregor Shop	McGregor City Hall

If the designated assembly areas noted above are unsafe due to the circumstances, the secondary relocation center is the Westside Church, 810 2nd Street NW, Aitkin, MN.

DEMONSTRATION OR DISTURBANCE

In the event of a demonstration or disturbance, generally there will be no evacuation of the building. When a demonstration or disturbance develops, the County Administrator will, at his or her discretion:

- o Notify police, if necessary.
- o Notify Department Heads and County Commissioners.
- o Initiate lock-down procedures, if deemed appropriate.
- o Ask demonstrators to disperse.
- o Contain unrest. Seal off area of disturbance.
- o Move people involved in disturbance to an isolated area.
- o Document incidents with recorder or take detailed notes.

When a demonstration or disturbance develops, department heads and employees will:

- o Lock office doors and windows. Close window blinds.
- o Keep employees and visitors calm.
- o Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- o Take roll call. Attempt to contact employees who are away from the office, but are anticipated to return to notify them of the demonstration or disturbance, if deemed appropriate.
- o Document all incidents.

WORKPLACE SECURITY/SAFETY

Workplace security and safety aims to protect people and property whether on-site or off-site the facility. It is the responsibility of every individual to be vigilant about security and safety. Be prepared, you won't always know the security risk.

Commented [BJD2]: Taken from HHS materials

Commented [BJD3]: Sent to Jon Cline for review - checked General Operations policy too (no duplication there)

The following precautions and measures should be taken for on-site security:

- o Arrange office furniture in a secure set-up.
- o Lock doors at night and unlock doors in the morning.
- o Stay between the individual and the exit door.
- o Keep the door cracked open if you know someone is a security risk.
- o Clear desk and area of objects that could be harmful.
- o Develop a signal or phone message in office to obtain assistance or break individual's train of thought.
- o Send an e-mail to notify staff of potential volatility of individual prior to their visit to your office.
- o Bring in another staff member if meeting alone. They can offer assistance and assess the situation.
- o Be aware of the individual's body language.
- o Depart as soon as possible.
- o Scream loud for help if needed.

The following precautions and measures should be taken for off-site security:

- o Review and notes/discussions about the individual prior to meeting off-site visit or similar types of calls/visits.
- o Request the individual to come to the office.
- o Take a cell phone.
- o Dress for safety. Avoid wearing jewelry, restrictive clothing, and carrying valuables.
- o Check in with staff before and after the appointment.
- o Be exceptionally alert when subjects are unknown, if the area has a high crime rate, or is isolate, or for indicators of a domestic dispute or physical violence.
- o Maintain your car in good mechanical condition (examples: replace a low battery and have a full tank of gas)
- o Check out the neighborhood before parking and getting out of your vehicle.
- o Park your vehicle close to the area you are visiting and in a manner to allow fast and easy exit where you won't be blocked in.
- o State clearly who you are and why you are there.
- o Explain your responsibility to inquire about visitor's identity.
- o Anticipate the unexpected and make a tentative plan of action.
- o Be cautious about entering homes or places with large groups of people. Only allow one person to talk at a time.
- o Make note of all exits. Stay near the door and keep car keys accessible.
- o Take Self Defense course(s)
- o If you are suspicious or it is known to be a hostile environment, bring a co-worker along. For certain job positions, take a deputy along.
- o Obtain a list of out-of-town law enforcement for closer assistance in the field.
- o If the environment is hostile, leave and come back another time. Do not turn your back or allow disturbed persons to walk around you.

Warning sign that a person is becoming hostile:

- o History of Violence
- o Increase physical activity: pacing, restlessness, inability to sit still.
- o A sudden stopping of activity
- o Forced eye contact – staring, lack of eye contact, avoidance
- o Body language/non-verbal indicators include: clenched fists, dilated pupils, coiled posture, etc.
- o Non-communication: sullen, underlying anger and consciously holding back.
- o The person physically moves back and tells you to get away or move back.
- o Dress that is inappropriate for the weather or time of year.
- o Body language that doesn't match verbal clues or messages.
- o Possible active state of mental illness – acting in a bizarre manner.
- o Carrying a weapon and making it visible to you.

In the event someone is poses a security/safety concern take the following actions:

- o Stay calm, remain patient, be courteous, and listen attentively
- o Maintain eye contact. Give the individual an opportunity to turn away, break eye contact.
- o Keep control of the situation and yourself.
- o Keep pitch and volume of your voice down. Keep your muscles relaxed.
- o Talk to them and inform them of their rights.
- o Let them know you understand their anger and are here to help.
- o Do not invade personal space. Keep a distance of three feet and stand at a 45 degree angle from the person.
- o Remain seated as long as the individual.
- o Find out why and whom the anger is directed toward.
- o Stand to the side of the individual.
- o Offer appeasement and appear sympathetic. Be prepared to follow through on any statements you make.

- o Signal a co-worker or supervisor that you need help.
- o DO NOT CONFRONT dangerous individuals or put yourself or others in harm's way.
- o Use your prearranged duress signal.
- o Scream loud for help.
- o Never attempt to grab a weapon
- o Watch and take advantage of any opportunity to escape if the individual is armed.

GUIDELINES FOR COMMUNICATING WITH A CLIENT WITH MENTAL ILLNESS

Mental illness alone does not increase the risk of violence, but when mental illness is combined with other risk factors such as substance abuse, it does increase the risk of violence. The following guidelines will enhance the staff person's ability to relate to the client in the office or in the field.

- o State clearly who you are and the purpose of your contact.
- o Be respectful and empathetic to the person. When someone feels respected and heard, they are more likely to return respect and consider what you have to say.
- o Give honest, factual answers whenever necessary. If you do not know, say so.
- o Do not belittle any concerns which the individual raises. If they are experiencing events like hallucinations, be aware that the hallucinations or the delusions they experience are their reality. You will not be able to talk them out of their reality. They experience hallucinations or delusional thoughts as real and are motivated by them. Communicate that you understand that they experience those events. Do not pretend that you experience them. Some individuals with paranoia may be frightened, so be aware that they may need more body space than you.
- o Listen to the person and try to understand what he/she is communicating. Find out what reality based needs you can meet. Respond from a professional, not personal level.
- o Particularly on initial contact, do not give advice as to handling the psychological problems. You may just be seeing the tip of the iceberg.
- o Be supportive in comments and gestures. Remember non-verbal communication includes facial expression, body language, and tone of voice.
- o Keep a current list of community resources that you can suggest to them if they need it.
- o Call for help if you feel physically threatened or need assistance de-escalating the person.

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Be empathetic, non-threatening, and sincere in your intention to help.

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Attempt to b

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Deleted: <#>Don't assume mentally ill people should "know better" and are in need of a good lecturing to straighten them out.
Know how to activate emergency mental health backup and use it if the individual appears to be a danger to themselves or others.

LOCKDOWN PROCEDURES

A lockdown is a temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "active shooter" or similar incident. When alerted, employees of any building identified will lock all doors and windows not allowing entry or exit to anyone until an all-clear notice has been issued by law enforcement officials. This converts any building into a large "safe room". The Sheriff is responsible for on-scene incident command.

One means of securing the property is to implement lockdown procedures. Lockdown procedures may be used in situations involving hostile intruders or other incidents that may result in harm to persons inside the building. When instructed by the Sheriff or County Administrator to "Lockdown" specific areas or the entire facility, the following procedures are to be implemented.

Recommended lockdown areas, if available given the circumstances:

If you are here:	Report to here:
██████████	██████████

		Deleted: [REDACTED]
		Deleted: [REDACTED]
		Deleted: [REDACTED]
		Deleted: [REDACTED]
		Deleted: [REDACTED] ... [1]
		Deleted: [REDACTED]

Procedures:

Once the notice to "Lockdown" has been issued, take the following action:

- Follow instructions;
- Try to remain calm;
- Remain indoors, e.g. go to the recommended lockdown area, if available, or use your office or an interior room, a vault or conference room. Select a room that can be locked. When in "Lockdown" you are allowed to move about the facility for certain needs, e.g. bathroom, water, but you are not allowed to leave the building unless an all-clear has been issued by law enforcement;
- Lock all doors and windows, close blinds;
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter;
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to police or dispatch;
- Do not shelter in open areas such as hallways or corridors. Go to the nearest vault, office, conference room, or basement that can be locked.
- If outdoors seek nearby shelter, e.g. large trees, walls, mail boxes, and wait for additional instructions from law enforcement.
- Do not unlock doors or attempt to leave until instructed to do so by law enforcement officials.

Evacuation

If you are instructed to evacuate a given building, follow directions given by law enforcement officials.

Alternative Shelter

Should a lockdown be implemented, staff outdoors should seek immediate cover and concealment by using trees, mailboxes, walls, vehicles, fire hydrants or trash cans while waiting for instructions from law enforcement. Law enforcement will determine the most appropriate alternative shelters and have licensed peace officers assigned to secure those locations.

HOSTILE INTRUDER OR SHOOTING

Over the past several years, there have been incidents of extreme violence committed at government centers, schools, and college campuses across the country. While we have been fortunate not to have experienced such an occurrence, it is prudent and responsible to set forth procedures in reference to the response and management of a hostile intruder incident. One of the key components to safety in the workplace and elsewhere is to be vigilant on being the eyes and ears of the public safety community and to report all suspicious activity to law enforcement.

Although the probability of such an incident occurring is minimal, it is our intent to make information available so that employees might increase their chances of survival in a hostile intruder situation. In the event that a person(s) threatens the personal safety of Aitkin County employees, please be aware of the following guidelines for hostile intruder situations.

These guidelines cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or death if put into action as soon as the situation develops. Time is the most important factor in the optimal management of these types of situations.

Notification of Hostile Intruder(s)

You may be the first to encounter the hostile intruder by sight or sound (e.g., gunshots). If so, dial 911 as soon as you are safe to report the situation. If you are safe to report the situation, also notify the County Administrator and your department head. Aitkin County will use all means available to notify employees of the presence of a hostile intruder including email and phones.

Department Head and Supervisors may issue lock-down procedures whenever deemed necessary. (Refer to Lockdown Procedures section).

Hostile Intruder in the Building

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, and if you cannot escape the threat by getting out of the building without putting yourself in harm's way, we recommend the following procedures be implemented:

- o If communication is available, dial 911.
- o Implement lockdown procedures. Lock employees and visitors in an office or room, and if possible cover any windows or openings that have a direct line of sight into the hallway.
- o If you are not in a room, try to get into one.
- o Do not sound - or respond to - a fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. Turn off the lights, lock the windows, and close the blinds or curtains.
- o Stay away from the windows and doors.
- o Keep everyone together. Try to remain as calm as possible.
- o Keep rooms secure until law enforcement arrives and gives directions.
- o Stay out of open areas and be as quiet as possible.

If for some reason you are caught in an open area such as a hallway, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.

- If you think that you can safely make it out of the building by running, then do so. If you decide to run do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s) to block your view from the intruder. When away from the immediate area of danger summon help any way you can and warn others.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- If you are confronted by the hostile intruder, cannot run away, and feel that your life is in danger you will have to decide if it is necessary to fight back to survive.

CLEARLY THIS OPTION IS A LAST RESORT:

- Throw things at the intruder's head to first create a distraction. This may even buy enough time to allow you to run away.
- If you are with others, attack as group all at once.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not look the intruder in the eyes. Be respectful. Ask permission to speak and do not argue or make suggestions.
- Once law enforcement arrives, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

SERIOUS DEATH OR INJURY

When a serious injury or death incident occurs on county property, department heads, supervisors, and/or employees will:

- Dial 911.
- If possible, do not leave the victim unattended.
- In situations where a Public Health Nurse is present, that nurse will conduct an initial assessment and perform first aid as necessary.¹
- Do not move the victim, except if evacuation is absolutely necessary.
- If the person is suicidal, try to isolate him from other people. Keep the incident site and victim area free from non-essential personnel. Stay with the person until law enforcement arrives. Do not leave a suicidal person alone.
- Notify the County Administrator.
- If it's an employee, notify the employee's Emergency Contact Person (on file in the HR office).
- An incident report should be completed by an Aitkin County employee who witnessed the accident or who was given information by the victim or another witness. If the injured/ill party refuses to have an ambulance summoned and/or to seek medical attention, this should be specifically noted on the form.

¹ When incidents occur on the courthouse campus, Aitkin County Public Health nurses will do an initial assessment and initiate first aid. The responding nurse will complete a nursing assessment form at the time the individual is examined. The originals will be sent to the Human Resources office. It is to be

noted that, while a nurse is usually accessible to Public Health staff via telephone, there is not always a nurse physically present in the office. In the event that no nurse is available, the support staff taking the call will inform the caller that is the case.

When a serious injury or death incident occurs on county property, the County Administrator or designee will, at his or her discretion:

- Notify appropriate department heads and County Commissioners.
- Activate the crisis management team.
- Direct witness(es) to the Employee Assistance Program and/or critical incident team.
- Determine method of notifying employees.
- Refer media to County Sheriff.

When a serious injury or death incident occurs outside of work, the County Administrator or designee will, at his or her discretion:

1. Activate the crisis management team as needed.
2. Notify appropriate department heads before normal operating hours.
3. Announce availability of counseling services for those who need assistance.
4. Implement post-crisis intervention:
 - a. Meet with critical incident team/EAP counselors .
 - b. Determine level of intervention for employees and/or witnesses.
 - c. Designate rooms as debriefing areas.
 - d. Direct affected employees in work unit and other "highly stressed" individuals to debriefing areas.
 - e. Assess stress level of employees. Recommend additional counseling, EAP, or debriefing as needed.
 - f. Follow-up with people who received debriefing.
 - g. Allow for changes in normal routines to address injury or death.

BOMB THREAT

Bomb Threat Duties and Responsibilities, Employees

When a Verbal Bomb Threat has been received, employees will:

- Record the phone call, if feature is available.
- Complete the "Bomb Threat Phone Report" and "Caller Identification Checklist" on the following page. Keep a copy of this form under your desk phone for quick and convenient access, if necessary.
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- After hanging up the phone, immediately notify the Sheriff's Office, County Administrator, and your Department Head.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.

When a Written Bomb Threat has been received, employees will:

- Immediately notify the Sheriff's Office, County Administrator, and your Department Head.
- Avoid any unnecessary handling of the note. It is considered evidence by law enforcement. Law enforcement will collect the note as evidence.
- Evacuate to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Do not use cell phones or two way radios. Bring vehicle keys. Do not enter vehicles.
- Unless asked by fire or law enforcement official to help search their work area, no employee may re-enter the building without permission from the County Administrator or designee.

Bomb Threat Duties and Responsibilities, Department Heads and Supervisors

When a Bomb Threat has been received, department heads and supervisors will:

- Gather employee rosters and floor plans.
- Report any unusual activities/objects immediately to law enforcement or fire department personnel.
- Evacuate staff and visitors immediately to a safe distance outside of buildings, perhaps to the motor pool garage if deemed appropriate based on the circumstances.
- Take roll call upon arriving at the relocation center. Report missing people to the County Administrator.
- After consulting with the County Administrator or other appropriate officials, the Department Head may move employees and visitors to alternate locations.
- The County Administrator or designee will notify employees when they can re-enter the building.

BOMB THREAT PHONE REPORT

1. Date and time call received:
2. Exact words of caller:
3. Remain calm and be firm. Keep the caller talking and ask these questions:
 - a. Where is the bomb?
 - b. What does the bomb look like?
 - c. When will it explode?
 - d. What will cause it to explode?
 - e. How do you deactivate it?
 - f. Why was it put there?
 - g. Did you place the bomb?
4. If the building is occupied, inform the caller that detonation could cause injury or death to innocent people.
5. If call is received on a digital phone, check to see the origin of the call.

Caller Identification Checklist

Caller's identity: _____

Did caller sound familiar? Yes No If yes, describe _____

Did caller appear familiar with the building or area by his/her description of the device location?
 Yes No If yes, describe _____

Sex/Age group: Male Female Juvenile Adult Approximate age: _____ Years

Origin of call: Local Long Distance Internal

Caller's voice:

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Deep
<input type="checkbox"/> Squeaky	<input type="checkbox"/> Stutter	<input type="checkbox"/> Crying	<input type="checkbox"/> Accent	<input type="checkbox"/> Righteous
<input type="checkbox"/> Distant	<input type="checkbox"/> Distorted	<input type="checkbox"/> Sincere	<input type="checkbox"/> Raspy	<input type="checkbox"/> Stressed
<input type="checkbox"/> Nasal	<input type="checkbox"/> Drunken	<input type="checkbox"/> Slurred	<input type="checkbox"/> Lisp	<input type="checkbox"/> Disguised
<input type="checkbox"/> Broken	<input type="checkbox"/> Calm	<input type="checkbox"/> Irrational	<input type="checkbox"/> Rational	<input type="checkbox"/> Angry
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Excited	<input type="checkbox"/> Laughing		

Background noises:

<input type="checkbox"/> Voices	<input type="checkbox"/> Airplanes	<input type="checkbox"/> Street traffic	<input type="checkbox"/> Animals	<input type="checkbox"/> Party
<input type="checkbox"/> Quiet	<input type="checkbox"/> Music	<input type="checkbox"/> Horns	<input type="checkbox"/> Bells	<input type="checkbox"/> Trains
<input type="checkbox"/> Office machines		<input type="checkbox"/> Factory machines		

Name of employee receiving the call: _____

Telephone number call received at: _____

Immediately after caller hangs up, report bomb threat to 9-1-1.

BLOODBORNE PATHOGENS

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Employees who may encounter blood, urine, feces, vomitus, wounds, saliva, and other bodily fluids on the job shall receive bloodborne pathogens training. Tasks include, but are not limited to, providing emergency aid, nursing care, obtaining lab specimens, conducting sewer inspections, assessing of garbage, collecting contaminated water samples, working in tile and culvert conduits, mopping/cleaning, plumbing repairs, emptying trash, cleaning urinals, toilets, and drinking fountains, conducting pat and cell searches, responding to disturbances and fights, cleanup of blood/body fluid specimens, administering medication, chainsaw usage, and litter pickup.

Each department having employees with occupational exposure to bloodborne pathogens shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. OSHA 1910.1030

The departmental policy shall be attached as an addendum and distributed to applicable employees.

EYE AND FACE PROTECTION

Where the eyes or body of any employee may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided and properly maintained within the work area for immediate emergency use. OSHA 1910.133

RESPIRATORY PROTECTION

It is the employer's intent to prevent atmospheric contamination as far as feasible by accepted engineering control measures, such as enclosed or confinement of the operation, general and local ventilation, and substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. A respirator suitable for the purpose intended shall be provided to each employee when such equipment is necessary to protect the employee's health. OSHA 29 CFR 1910.134

HEAD PROTECTION

A protective helmet that complies with ANSI standards shall be provided to each employee who works in areas where there is a potential for injury to the head from falling objects. Employees are required to wear the protective helmets when working in said areas. OSHA 29 CFR 1910.135

FOOT PROTECTION

Employees who work in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards are required to wear protective footwear. OSHA 29 CFR 1910.136

HAND PROTECTION

Employees are required to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and/or harmful temperature extremes. OSHA 29 CFR 1910.138

PERMIT-REQUIRED CONFINED SPACES

Each department having operations that take place in permit-required confined spaces shall implement and maintain a departmental confined spaces emergency action plan to include rescue procedures that specifically address entry into each confined space. (See also OSHA Publication 3138, Permit-Required Confined Spaces, and the National Institute for Occupational Safety and Health (NIOSH) Publication 80-106, Criteria for a Recommended Standard...Working in Confined Spaces.)

The departmental policy shall be attached as an addendum and distributed to applicable employees.

LOCKOUT/TAGOUT: THE CONTROL OF HAZARDOUS ENERGY

Each department that performs the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could harm employees shall implement and maintain a departmental lockout/tagout procedure and emergency action plan. Refer to OSHA 29 CFR 1910.147 for requirements.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

HAZARDOUS SUBSTANCES / HAZARD COMMUNICATION

Each department that uses or stores hazardous substances at the worksite faces an increased risk of emergency involving hazardous materials. The department head shall implement and maintain a departmental emergency action plan concerning hazardous substances.

OSHA's Hazard Communication Standard (29 CFR 1910.1200) requires employers who use hazardous chemicals to inventory them, keep the manufacturer-supplied Material Safety Data Sheets (MSDSs) for them in a place accessible to workers, label containers of these chemicals with their hazards, and train employees in ways to protect themselves against those hazards. A good way to start is to determine from your hazardous chemical inventory what hazardous chemicals you use and to gather the MSDSs for the chemicals. MSDSs describe the hazards that a chemical may present, list the precautions to take when handling, storing, or using the substance, and outline emergency and first-aid procedures.

For specific information on how to respond to emergencies involving hazardous materials and hazardous waste operations, refer to 29 CFR, Part 1910.120(q) and OSHA Publication 3114, Hazardous Waste and Emergency Response Operations. Both are available online at www.osha.gov.

The departmental policy shall be attached as an addendum and distributed to applicable employees.

TOXIC SPILLS: SOLID, LIQUID, OR GAS

Anything toxic – solid, liquid, or gas – can escape the thing it’s contained in and create a spill. When it’s a gas (or an aerosol version of a liquid or a solid), it’s generally called a *release*. The toxic substance forms a cloud, but it’s still a toxic spill. If a train derails or a tanker truck has an accident and a toxic spill occurs on water, land, or underground, an evacuation may be ordered by the County Administrator or law enforcement officials.

When employees are alerted to the fact that there’s a toxic spill nearby, before anything else everyone should get inside, close all windows and doors, and turn off the air conditioning, heating, and fresh air ventilation systems.

If an evacuation is necessary, relocation facilities will vary based on the circumstances, but may include areas such as the Land Department, Road & Bridge facility, Long Lake Conservation Center, Aitkin County Fairgrounds, McGregor Airport/Industrial Park, City Parks or Campgrounds. (Maps attached.)

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SAFETY IN THE FIELD AND IN CLIENT HOMES

[On final copy, insert the MCIT info in this section. See separate attachment. It covers noxious plants, offsite employee safety and security considerations, pets and pests; best practices for identifying and controlling risk. This covers ticks, fleas, etc.]

See MCIT attachments

ERGONOMICS

Ergonomic assessments are available to staff through MCIT. To schedule an ergonomic assessment of your work area, please contact the Human Resources Department.

REPORTING HAZARDS

Employees are required to promptly report to their supervisor when they observe an employee or non-employee accident or fall, documenting the date, time, and circumstances observed.

Employees are required to report all workplace safety and health concerns to their department head and/or the Human Resources Department so that the employer may attempt to eliminate or reduce the hazards.

QUESTIONS / MORE INFORMATION

Employees may contact their department head or the Human Resources department at any time for more information about the Emergency Action Plan or for an explanation of their duties under the plan.



**Aitkin County Emergency
Action Plan**



Exit



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

10/17/2018

**PRIMARY DESIGNATED ASSEMBLY AREA FOR FIRE EVACUATION
MAP SHOWING COURTHOUSE AND CITY HALL**

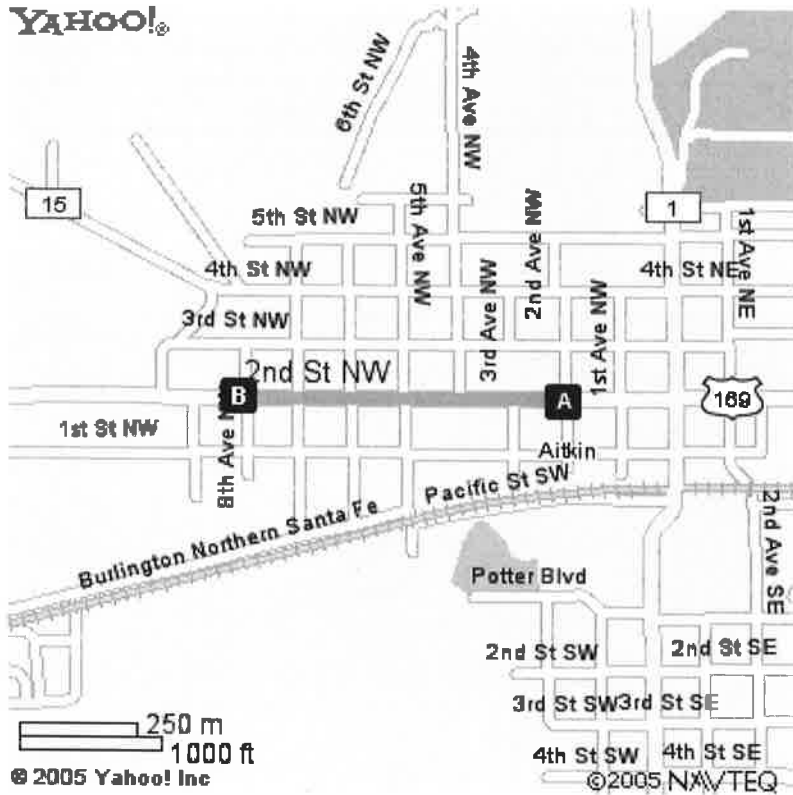
A = Courthouse

B = Aitkin City Hall



**SECONDARY DESIGNATED ASSEMBLY AREA FOR FIRE EVACUATION
MAP SHOWING COURTHOUSE AND WESTSIDE CHURCH**

A = Courthouse B = Westside Church



Additional maps are being created and will be attached when completed.

HCS Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Nonmandatory)

Gas Cylinder



- Gases Under Pressure

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Flame Over Circle



- Oxidizers

Environment (Nonmandatory)



- Aquatic Toxicity

Skull and Crossbones



- Acute Toxicity (fatal or toxic)



Aitkin County

Safety Policy

Acknowledgment of Receipt

Adopted: [insert date]

Directions: Please sign and return this acknowledgement form to the Human Resources Office by [insert date]. The signed form will be placed in your personnel file.

The Aitkin County Safety Policy and Emergency Action Plan for Employees contains important information pertaining to my employment at the County. I understand that I should consult my supervisor if I have any questions about the information contained in the policy.

A copy of this policy has been given to me to retain for future reference and/or I have been provided with the following website address, [insert link to policy on intranet], where I have obtained an electronic copy of the policy. I agree to familiarize myself with its contents and comply with the information provided.

Furthermore, I understand that the policy may be modified by the County Board, at its sole discretion, with or without notice, at any time. I understand the policy is not intended to cover every situation which may arise during my employment, but is simply a general guide.

I have received the policy and I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

If any specific provisions of this policy conflicts with any current union Agreement, the union Agreement rules will prevail. Nothing in this policy is intended to modify or supersede any applicable provision of state or federal law.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____

West annex, second floor

Vault in Court Administrator's Office or private offices



Noxious Plants¹

Date: May 2016

Some employees who work off site may encounter plants that can produce strong allergic reactions and may even cause more harm. Many of these plants receive the noxious designation from federal and state agencies. Although this is not a complete list, the following are some of the most common noxious plants or weeds in Minnesota. According to the Minnesota Department of Transportation all of the plants listed regularly appear in roadside ditches or along other paths of travel.

Wild Parsnip



Description/Identification: Consists of a hollow grooved flowering stalk that can grow up to five feet in height. The leaves at the base can be up to six inches in height and have between five and 15 leaflets. The plant also features small yellow flowers on umbrella-shaped growths 2 to 6 inches across.

Precautions: Use protective clothing, goggles or face mask. Contact with the plant's sap can cause severe blistering and swelling when combined with exposure to sunlight.

Poison Ivy



Description/Identification: Can be encountered as a shrub up 2 feet or a vine up to 10 feet. It has three shiny- or dull-surfaced leaflets with smooth to very coarsely toothed edges. Lower leaf surfaces tend to be pale and hairy. Small greenish flowers are present on leaf axils. Creamy white to tannish, round, berry-like fruits approximately one-fourth inch in diameter grow in August through September and persist through winter.

Precautions: Use protective clothing, rubber gloves and long sleeves. Contact with the compound urushiol found in the sap and oils from the plant can cause blistering even during the winter. Smoke from burning poison ivy can deliver urushiol to airways and lungs. Urushiol can stay on pets, tools, toys and other objects for long periods and can effectively be transferred and cause irritation at a later date.

Giant Hogweed



Description/Identification: Large plant (10-20 feet tall) with leaves up to five feet across. Features spotted leaf stocks with the underside of leaves and stems covered with coarse white hairs. Has umbrella shaped flowers that sprout small white florets.

Precautions: Use protective clothing, goggles or face mask. Contact with bristles (stiff hairs) or the plant's sap can cause severe blistering and swelling when combined with exposure to sunlight.

Grecian Foxglove



Description/Identification: Has alternate, smooth, stalk-less upper leaves with toothless edges (lance shaped). Leaves at the base are oval and rounded. Tubular flowers attached to a central stalk. Flowers have a brown or purple veined upper hood and a creamy-white elongated lower lip.

Precautions: Use protective clothing, in particular, rubber gloves and long sleeves. Grecian foxglove contains toxins (cardiac glycosides) that potentially can be absorbed through the skin. These compounds are harmful to livestock and humans.

Common Tansy



Description/Identification: Reaches 2 to 5 feet in height. Stems appear woody and are slightly hairy to smooth and at the base are purplish-red. Leaves are toothed on edges and 2 to 12 inches long. Single stems support multi-branched, flat clusters of bright yellow button-like flowers and like the leaves are strongly aromatic.

Precautions: Gloves should be used when handling this plant. The alkaloids contained in common tansy are toxic to livestock and humans if consumed in quantity. Toxins can potentially be absorbed through skin.

¹ Minnesota Department of Transportation with the United States Department of Agriculture Plants Database. "Minnesota Noxious Weeds." 2015.

Ticks and Lyme Disease



For more information about Lyme disease, visit <http://www.cdc.gov/Lyme>

How to prevent tick bites when working outdoors

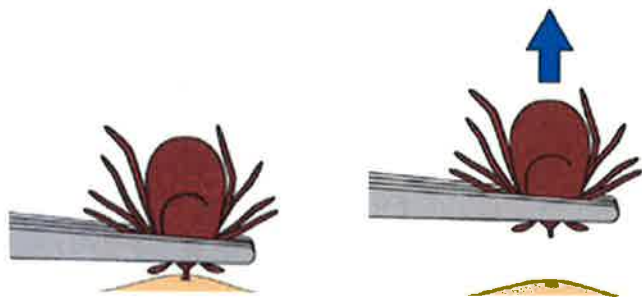
Ticks can spread disease, including Lyme disease. Protect yourself:

- Use insect repellent that contains 20 - 30% DEET.
- Wear clothing that has been treated with permethrin.
- Take a shower as soon as you can after working outdoors.
- Look for ticks on your body. Ticks can hide under the armpits, behind the knees, in the hair, and in the groin.
- Put your clothes in the dryer on high heat for 60 minutes to kill any remaining ticks.

How to remove a tick

1. If a tick is attached to you, use fine-tipped tweezers to grasp the tick at the surface of your skin.
2. Pull the tick straight up and out. Don't twist or jerk the tick—this can cause the mouth parts to break off and stay in the skin. If this happens, remove the mouth parts with tweezers if you can. If not, leave them alone and let your skin heal.
3. Clean the bite and your hands with rubbing alcohol, an iodine scrub, or soap and water.
4. You may get a small bump or redness that goes away in 1-2 days, like a mosquito bite. This is not a sign that you have Lyme disease.

Note: Do not put hot matches, nail polish, or petroleum jelly on the tick to try to make it pull away from your skin.



If you remove a tick quickly (within 24 hours) you can greatly reduce your chances of getting Lyme disease.



Facial paralysis.



Bull's eye rash on the back.



Arthritic knee.



When to see your doctor

See a doctor if you develop a fever, a rash, severe fatigue, facial paralysis, or joint pain within 30 days of being bitten by a tick. Be sure to tell your doctor about your tick bite. If you have these symptoms and work where Lyme disease is common, it is important to get treatment right away.

If you do not get treatment, you may later experience severe arthritis and problems with your nerves, spinal cord, brain, or heart.

Antibiotics are used to treat Lyme disease

Your doctor will prescribe specific antibiotics, typically for 2-3 weeks. Most patients recover during this time. You may feel tired while you are recovering, even though the infection is cured.

If you wait longer to seek treatment or take the wrong medicine, you may have symptoms that are more difficult to treat.

Looking ahead to recovery

Take your antibiotics as recommended. Allow yourself plenty of rest. It may take time to feel better, just as it takes time to recover from other illnesses.

Some people wonder if there is a test to confirm that they are cured. This is not possible. Your body remembers an infection long after it has been cured. Additional blood tests might be positive for months or years. Don't let this alarm you. It doesn't mean you are still infected.

Finally, practice prevention against tick bites. You can get Lyme disease again if you are bitten by another infected tick.

Additional information

1. <http://www.cdc.gov/Lyme>
2. The Clinical Assessment, Treatment, and Prevention of Lyme Disease, Human Granulocytic Anaplasmosis, and Babesiosis: Clinical Practice Guidelines by the Infectious Diseases Society of America
<http://cid.oxfordjournals.org/content/43/9/1089.full>
3. Tick Management Handbook (Connecticut Agricultural Experiment Station, New Haven)
http://www.ct.gov/caes/lib/caes/documents/special_features/tickhandbook.pdf

For more information please contact Centers for Disease Control and Prevention
1600 Clifton Road NE, Atlanta, GA 30333
Telephone: 1-800-CDC-INFO (232-4636)/TTY: 1-888-232-63548
Email: cdcinfo@cdc.gov Web: www.cdc.gov



Tick ID Card

Source: *Minnesota Department of Health*

The Minnesota Department of Health provides PDFs of the below cards to identify ticks. These cards provide a way for employees to carry information with them about identifying ticks that could cause Lyme disease, tick removal instructions and tips for preventing tick bites. Cards fit easily in wallets. Members can download PDFs from this Web page: www.health.state.mn.us/divs/idepc/dtopics/tickborne/card.html

Tick ID Card Front:



Tick ID Card Back:

Tick removal do's and don'ts

- DO remove as quickly as possible.
- DO use tweezers to grasp the head as close to the skin as possible.
- DO pull gently.
- DO use antiseptic on the bite.
- DO NOT burn off with a match.
- DO NOT squeeze the tick.
- DO NOT cover with petroleum jelly.
- DO NOT pour kerosene on the tick.

Preventing tick bites

- Avoid wooded and brushy areas with high grass and leaf litter.
- Use a repellent containing no more than 30 percent DEET.
- Use repellents that contain permethrin on clothing.



Pets and Pests: Best Practices for Identifying and Controlling Risks

Date: December 2015

Off-site employees may be exposed to pets, parasites, rodents or stinging insects while working. It is important to develop methods to recognize and mitigate the risks of these potential hazards. Mitigation efforts should focus on limiting the spread or severity of the risks to employees and clients. Specific situations may require consultation with professional exterminators to remove the source of the hazard.

What to Look for with Pets	Control Techniques
<p>Dogs¹</p> <ul style="list-style-type: none">• Raised ears, stiff tail, back hair standing up, staring or growling with lips pursed and teeth exposed• Protectiveness of food and toys• Eagerness to chase things	<ul style="list-style-type: none">• Request the client put the dog in another room with a closed door or outside during the visit• Ask clients what may trigger the dog and how the dog usually responds to triggers. Keep this information and ensure it is shared with anyone else who visits that location.• Remain calm²• Avoid sudden movements²• Avoid petting the dog²• Have something in hand with which to shield yourself, such as a bag, briefcase or purse²• Turn your side to an aggressive or threatening dog and back away slowly²• Do not turn your back on the dog²• Avoid direct eye contact²• If attacked and knocked down, use hands to protect head and neck in the fetal position²
<p>Cats¹</p> <ul style="list-style-type: none">• Tail thumping• Hissing or growling• Puffing of fur (trying to appear bigger)	<ul style="list-style-type: none">• Request the client put the cat in another room with a closed door or outside during the visit• Ask clients what may trigger the cat and how the cat usually responds to triggers. Keep this information and ensure it is shared with anyone else who visits that location.• Remain calm• Back away from the cat slowly• Do not disturb or try to pet the cat• Keep skin covered below the knee

What to Look for with Pests	Control Techniques
<p>Rodents</p> <ul style="list-style-type: none"> • Chewing on food packaging³ • Droppings or urine³ • Dead rodents • Rodent nests (shredded paper, fabric or dried plant matter)³ • Holes in walls or floors that rodents chewed open³ 	<p>Rodents</p> <ul style="list-style-type: none"> • Avoid touching dead rodents, droppings, urine or nesting materials with bare hands⁴ • Disinfect dead rodents, droppings or urine before cleaning up⁵ • Discard any food in food containers on which rodents have gnawed⁵
<p>Parasites</p> <ul style="list-style-type: none"> • Rashes or lesions on the client • Visible bugs:¹ <ul style="list-style-type: none"> ○ In cracks and crevices in the walls, floors and furniture ○ In baseboards ○ In seams of mattresses or box springs ○ Behind headboards • Bug fecal stains or molted skins 	<p>Parasites</p> <ul style="list-style-type: none"> • Take a portable hard surface chair or stool to sit on, avoid sitting on anything else, especially upholstered furniture, bedding or client clothing.⁶ • Only bring what is necessary into the home • Use proper personal protective equipment when appropriate⁶ <ul style="list-style-type: none"> ○ Shoe booties ○ Coveralls ○ Gown ○ Disposable gloves ○ Clean pads (to serve as a barrier for any equipment to be placed on the floor) ○ Dispose of all personal protective equipment after use • Wash hands frequently • Avoid skin-to-skin contact with people with parasites • Keep vehicle clean to avoid any pest hitchhikers⁶ • Wash any infested clothes on high heat (130 degrees or the hottest fabric can withstand) for at least 30 minutes.⁶
<p>Ticks</p> <ul style="list-style-type: none"> • High grass⁷ • Bushy areas⁷ • Leaf litter⁷ 	<p>Ticks</p> <ul style="list-style-type: none"> • Wear light colored clothes⁸ • Inspect self for any pests⁸ • Wear insect repellent with 20percent to 30 percent DEET on exposed skin and clothing⁹
<p>Bees, Wasps and Hornets</p> <ul style="list-style-type: none"> • Unusually high number of wasps, hornets or bees in a certain area • Wasp, hornet or bee nests • Litter or food waste with sugary substances likely to attract insects 	<p>Bees, Wasps and Hornets</p> <ul style="list-style-type: none"> • Avoid wearing fragrances that may attract insects¹⁰ • Avoid swatting or making fast movements at stinging insects¹⁰ • If a hornet, bee or wasp is found in the car, open car windows, pull over, stop and exit until the insect has left¹⁰ • Do not attempt to remove a nest¹⁰

Originally published in "Safety and Health Resources for Employees Who Work Off Site," December 2015

¹ The Occupational Health & Safety Agency for Healthcare in British Columbia. "Home and Community Care Risk Assessment Tool Resource Guide." Last modified April 2008.

² The Hawaiian Humane Society. "Be Canine Smart."

³ United States Environmental Protection Agency. "Identify and Prevent Rodent Infestations." Last modified Nov. 17, 2015.

⁴ Centers for Disease Control and Prevention. "How People Get Infected With Hantavirus Pulmonary Syndrome." Last modified Aug. 29, 2012.

⁵ National Park Service, U.S. Department of the Interior. "Hantavirus-Worker Protection." Last modified July 26, 2010.

⁶ Virginia Department of Agriculture and Consumer Services. "Bed Bug Action Plan for Home Health Care and Social Workers."

⁷ Minnesota Department of Health. "Tick ID Card: In the Woods: Spray Before You Work or Play." Last modified April 25, 2014.

⁸ National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. "Protecting Yourself from Ticks and Mosquitoes."

⁹ National Institute for Occupational Safety and Health, Centers for Disease Control and Prevention. "Ticks and Lyme Disease."

¹⁰ Canadian Centre for Occupational Health and Safety. "Working Safely Around Stinging Insects." Last modified Aug. 13, 2015.



Board of County Commissioners Agenda Request

4C

Agenda Item #

Requested Meeting Date: 12/18/2018

Title of Item: Adopt Performance Management Guide

<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)	<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: Bobbie Danielson		Department: HR Department
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 5 minutes
Summary of Issue: <p>The Performance Management Workgroup and Department Heads have reviewed the attached guide. This is a new Guide (not previously adopted) that is used in conjunction with our job evaluation forms. Highlights are summarized below for your convenience:</p> <ul style="list-style-type: none"> *This guide was originally drafted in 2016 and has been "test-piloted". *Training has been provided to staff and the leadership team. Additional training sessions will be offered in 2019. *The purpose of this Performance Management Guide is to provide a resource to help department heads and supervisors implement a performance plan for those they supervise; a performance plan that clearly articulates performance expectations and is aligned with the strategic priorities of the County, department, division, and employee. This Guide is also intended to be a resource for employees, promoting an understanding of the performance management process, the role of the employee in performance planning and also guidance for completing the self-evaluation form. *Our newly-adopted vision, mission, and core values have been added. *The evaluation cycle is January 1 - December 31. (Deadline to complete evaluation forms is April 1 annually.) <p>In January through March, supervisors meet with staff. Rating communications occur; performance results from the preceding calendar year are discussed, and the new year's goals and performance criteria are discussed and finalized.</p>		
Alternatives, Options, Effects on Others/Comments: If you have any questions or require additional information prior to the meeting, please feel free to contact me.		
Recommended Action/Motion: Motion to adopt the attached Performance Management Guide, effective December 18, 2018.		
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 Please Explain: N/A. Will be distributed electronically to staff and retained on the Intranet.		

Aitkin County

Performance Management Guide

Including Performance Plan and Evaluation Procedures

A supplement to Aitkin County Personnel Policy, Article III, Section I, Performance Management.

Board adopted _____, [pending 12/18/2018]



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

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

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

Our Vision{8101};

Our Mission: To provide quality services and efficient resource management for the citizens and guests of Aitkin County.

Our Values{8102};

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Introduction to Performance Management

Purpose

The purpose of this Performance Management Guide and accompanying evaluation forms is to provide a resource to help department heads and supervisors implement a performance plan for those they supervise; a performance plan that clearly articulates performance expectations and is aligned with the strategic priorities of Aitkin County, the department, division, and employee.

This Guide is also intended to be a resource for employees, promoting an understanding of the performance management process, the role of the employee in performance planning and also guidance for completing the [self-evaluation form](#).

The County's Expectations Regarding Performance Management

Aligning resources to accomplish organizational priorities is one of the most important functions of department heads and supervisors. The supervisor is accountable for ensuring each employee has a clearly defined performance plan. The [Performance Plan and Evaluation Form](#) is a tool used for this planning process. The form includes multiple sections including, core competencies (Sections 1-4), position/classification specific performance criteria (Section 5), individual goals and professional development (Section 6), and next period's goals and performance criteria, also known as the performance plan (Section 8).

As you prepare to develop a performance plan, begin with a review of the county's mission, vision and [core values](#). ****ADD**** They are the foundation on which we build; the mission speaks to what we do, the vision speaks to where we're heading and the values reinforce how we work. These foundational pieces, together with department specific mission, vision and values, help to align individual roles with organizational interests.

Aitkin County's strategic objectives are developed as part of a strategic planning process involving the county board of commissioners, elected officials and department heads. Understanding the organization's priorities is an important step in developing the strategic objectives that are unique and specific to your department.

The county's strategic objectives provide direction by identifying the big-picture goals for the organization. This information is cascaded through the organization to create alignment, ensuring departmental priorities and objectives that support the important strategies of the organization. Department strategic plans identify the objectives for the department. The departmental priorities and objectives translate into individual goals and assignments that ensure the accomplishment of the department and organizational objectives.

Individual roles are defined in job descriptions. Contact the Human Resources Office for information relating to writing effective job descriptions. An online training presentation is also available, [Job Descriptions - How to Write Them Effectively](#).

Performance management also involves filling the job with the best candidate, properly training new employees, and providing continuous coaching to clarify expectations. An online training session is available, [Coaching for Superior Employee Performance - Techniques for Supervisors](#). Management of performance is important to being a good supervisor and introducing the performance plan early, when an employee joins the department, serves as an effective means for communicating expectations and helping staff understand how their role links to the strategic

priorities and objectives of Aitkin County and the department. All supervisors are expected to participate in a performance management process with their staff.

Additional training resource: *How to Conduct New Employee Orientation*.

Performance Management Definition

Performance management is an ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization.

Performance Management Objectives

- Promote understanding of the mission, vision, values, strategic objectives, and expectations for the department and organization.
- Cascade the strategic objectives of the organization to departments and individual roles to ensure alignment with and achievement of important organizational and departmental priorities.
- Promote proactive performance planning and ongoing communication between supervisors and employees.
- Identify and resolve performance improvement needs through early intervention and coaching.
- Recognize quality performance.
- Serve as a resource for administrative decisions such as promotions, succession planning, strategic planning, and performance based pay.

Additional Components

- The overall performance rating is intended to reflect the individual's actual performance in relation to the performance criteria established in the performance plan for the entire evaluation period.
- Supervisors are evaluated on successful administration of the plan and ongoing performance management responsibilities.
- Training for supervisors and employees is available through the Human Resources Office.
- Content of the performance management plan must comply with all federal and state laws addressing non-discrimination.

Supervisor's Responsibilities

- Communicate and clarify major job duties, priorities and expectations at the beginning of the calendar year or when a new employee joins the department.
- Discuss performance ratings contained on the evaluation form - Excellence, Success, Needs Improvement, and Unacceptable, and the accompanying behavior examples.
- Monitor ongoing performance through observation and discussion.
- Document performance examples throughout the year, identifying successes and opportunities for growth.
- Provide continuous coaching and constructive feedback in a timely manner.
- Hold performance discussions throughout the year; quarterly and semi-annually is recommended.
- Correct unsatisfactory performance and reinforce effective performance.
- Help employees develop skills and abilities for improved performance.
- Provide necessary resources and information to ensure accomplishment of individual goals and performance criteria.

Training Resources

Human Resources staff is available to provide consultation with supervisors who are preparing a Performance Plan and Evaluation form, as well as assistance with preparing individual Performance Improvement Plans (PIP). Training on all aspects of Performance Management is available upon request.

The following online training presentations are also available:

Performance Appraisals – How to Conduct Effectively

Measuring Job Performance – What Supervisors Need to Know

Coaching for Supervisor Employee Performance – Techniques for Supervisors

Motivating Employees – Tips and Tactics for Supervisors

Teambuilding for All Employees – How We Can Build Successful Teams to Achieve Important Goals

Teambuilding for Supervisors – Techniques for Building More Effective Work Teams

Performance Evaluation Cycle

Common Review Date

Aitkin County's performance evaluation cycle aligns with the calendar year, January 1 – December 31. All employees shall receive an annual performance plan and evaluation that accounts for performance in the preceding calendar year. The typical performance planning calendar is outlined below.

January

On or about January 1st, Self-Evaluation forms are distributed by HR to employees. Ten calendar days later, completed Self-Evaluation forms are returned by employees to supervisors.

On or about January 1st, Performance Plan and Evaluation forms are distributed by HR to supervisors.

February

By February 15, Supervisor drafts Performance Plan and Evaluation forms. If the draft evaluation results in a rating of Excellence, Needs Improvement, or Unacceptable when totaled in Section 7, the supervisor shall forward the draft evaluation to HR by February 15th for calibration review. All performance plan ratings require approval of the department head.

The calibration process requires supervisors to support rating recommendations with data that demonstrates a basis for an excellence rating. This also applies to a needs improvement or unacceptable rating. This process ensures rating equity across the organization. The annual calibration process will be facilitated by the HR Director or designee. Performance evaluations will not be shared across departments as they contain private data pursuant to the MN Government Data Practices Act, unless the employee is assigned to work in more than one department.

By March 1, Calibration review is completed and communicated by HR to supervisors.

Pay increases are communicated by HR to the Auditor's office, subject to Board approval of that year's wage scale.

January through March

Supervisor meets with employees. Rating communications occur; performance results from the preceding calendar year are discussed and finalized. The new year's goals and performance criteria are discussed and finalized.

April

By April 1, signed Performance Plan and Evaluation forms are submitted by the supervisor to HR for retention in the employee's personnel file.

New Hires

Pursuant to policy, performance evaluations will be conducted on all probationary employees during and prior to completion of the probationary period, typically a performance discussion at 3 months and a formal evaluation at 6 months. Performance evaluations will also be conducted on seasonal and temporary employees at the end of their work season or assignment.

Staff joining the organization during the first three quarters of a calendar year (January 1 - September 30) will receive a full performance evaluation at the conclusion of that calendar year, consistent with the performance evaluation cycle.

Staff joining the organization during fourth quarter (October 1 - December 31), will be eligible for a full performance evaluation at the conclusion of the following year, consistent with the performance evaluation cycle. During years when merit pay applies, this means staff joining the organization during fourth quarter of the calendar year (October - December), may be eligible for a base pay increase, when applicable, but will not be eligible for a merit pay increase until the following year.

Transfers, Promotions and Job Changes

Staff changing jobs and/or departments during the calendar year will receive a Performance Plan and Evaluation from their current supervisor. The evaluation will incorporate feedback from the prior supervisor and the rating will reflect the combined performance rating.

Performance Plan and Evaluation Forms

Employee Self-Evaluation Form
Performance Plan and Evaluation Form

Core Competencies and Performance Ratings Defined

Aitkin County has identified four core competencies that are common to all jobs. The core competencies identify standards and behaviors that are expected from everyone.

- Section 1 of the evaluation form – Delivering Exceptional Customer Service
- Section 2 – Building Teams and Collaborating
- Section 3 – Innovating and Being Open to Change
- Section 4 – Accurate Work Product and Efficiency

Performance ratings include: Excellence, Success, Needs Improvement, and Unacceptable.

Section 1 - Delivering Exceptional Customer Service

- Is dedicated to meeting the expectations and requirements of internal and external customers.
- Identifies and suggests ways to increase customer satisfaction.
- Acts with customers in mind.
- Establishes and maintains effective relationships with customers and gains their trust and respect.
- Follows-up with internal and external customers to ensure that problems or concerns are addressed and resolved.

Performance Levels:

Excellence: This employee is doing a very good job, and at times, an excellent job. They consistently surpass expectations. They demonstrate technical and professional excellence in tasks. They willingly update their professional knowledge. They excel in their defined work responsibilities. The individual pro-actively thinks ahead of and outside of their defined responsibilities and offers usable suggestions to improve work processes, service and results. They anticipate and prevent potential problems. They independently seek out opportunities to learn and grow.

Examples of behavior that earn this rating may include, but are not limited to:

- Ability to help customer clarify what their needs are and takes extra steps to assist the customer, especially if it's out of their area, and finds creative solutions in serving customer needs.
- Identifies and presents solutions to potential problems, may appropriately streamline and implement in order to exceed customer and organization needs.
- Envisions what customer would like to see and goes after resources to get it.
- Suggests and develops improvements to the system, not just the process, to improve the quality of service provided.
- Seeks out and applies feedback to improve self for betterment of team and customers.
- Not only responds to the complaint, but implements solutions for future problems.

- Takes leadership in involving both internal and external entities in problem-solving. Addresses and resolves problems before they become complaints.
- Identifies gaps in service and brings to supervisor's attention.
- Consistently will follow through and follow-up with customer to make sure problem was taken care of and customer is satisfied, even if not a completely positive outcome.
- Positive and friendly with customers, always open to customer feedback, and it is known that the customer is important.
- Sets a good example in their professionalism when dealing with all customers.

Success: This employee is doing a good job. They demonstrate technical and professional competence in work tasks and areas of specific practice. Assignments are completed. They effectively work within their defined job responsibilities and comply with professional development requirements.

Examples of behavior that earn this rating may include, but are not limited to:

- Engages with the customer to understand their needs.
- Meets customer needs reliably and with good quality.
- Respectful, polite, courteous and positive towards all customers.
- Willing to listen to and accepts constructive criticism well.
- Addresses complaints and tries to learn from them.
- Listens and usually responds appropriately to customers while maintaining a good working relationship.
- Follows-up with internal and external customers in a timely manner to ensure that problems or concerns are adequately addressed and resolved.
- Maintains composure in difficult situations.

Needs Improvement: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position. Performance is not achieving expectations; one or more critical goals are not met. Previous discussion regarding the performance improvement needs should have occurred prior to this rating assignment. A follow-up review is required in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Doesn't think of the customer first.
- May think he/she already knows what they need.
- May focus on internal operations and get blindsided by customer problems.
- May not make the first move – won't meet and get to know customers.
- Uncomfortable with new people contacts.
- May be unwilling to handle criticisms, complaints, and special requests.
- May not listen well to customers, may be defensive.
- May not make the time for customer contact.
- May make too many exceptions and not form consistent policies, practices, and processes for others to learn and follow.

Unacceptable: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position and has not adequately progressed following ongoing coaching. A follow-up review is required in three months and again in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Substantiated complaints are received about this person's customer service skills.
- Is disrespectful, impolite, rude, unfriendly, negative, impatient, or short-tempered with customers.
- Is negative when receiving feedback, defensive, argumentative; avoids problem-solving.
- Disregards complaints, won't listen to or apply constructive feedback.
- Argues with and criticizes clients and/or customers.
- Is insensitive to cultural or diversity issues.
- No follow-up or does not follow-up in a timely manner, even when he/she promises to respond by a certain date/time.
- Failure to assist or direct customers to appropriate information or resources.

Section 2 - Building Teams and Collaborating

- Cooperates, supports, and works with co-workers to accomplish team goals.
- Keeps others informed.
- Blends people into teams when needed.
- Creates strong morale and spirit in his/her team.
- Shares wins and successes.
- Fosters open dialogue.
- Lets people finish and be responsible for their work.
- Defines success in terms of the whole team.
- Creates a feeling of belonging in the team.
- Communicates problems to team members.
- Supports organizational and departmental decision-making processes.
- Contributes knowledge and expertise.
- Does their share of the work.
- Handles conflict productively within the team.
- Accepts new assignments.
- Helps others.

Performance Levels:

Excellence: This employee is doing a very good job, and at times, an excellent job. They consistently surpass expectations. They demonstrate technical and professional excellence in tasks. They willingly update their professional knowledge. They excel in their defined work responsibilities. The individual pro-actively thinks ahead of and outside of their defined responsibilities and offers usable suggestions to improve work processes, service and results. They anticipate and prevent potential problems. They independently seek out opportunities to learn and grow.

Examples of behavior that earn this rating may include, but are not limited to:

- Shares ideas for improvements and willingly offers to take steps to complete goals and achieve results.
- Keeps others properly informed, solicits opinions and feedback from others, utilizes that information for projects they are responsible for, identifies and implements new practices, creates solutions.
- Anticipates problems and prevents them, creates ideas, takes the lead on changes and improvements.
- Openly and effectively seeks solutions to solve problems instead of simply identifying the problem.
- Leader in their field of expertise, inside and outside of the organization.
- Consistently volunteers to be on teams across the agency, volunteers "to make things happen".
- Takes initiative...is a self-starter, workgroup looks to him/her as a leader.
- Is a role model and facilitates participation amongst others, sought out by peers for direction, identifies barriers to teamwork and suggests ways to enhance teamwork.
- Offers to help, especially in unusually difficult workload and/or personal situations, without being asked.
- Dedication to the workplace, promotes the organization.
- Exceeds workload requirements and quality of service. Finds ways to work smarter with co-workers.
- Consistently follows through on commitments.
- Actively participates in meetings, shares ideas, and provides feedback.
- Suggests improvements that will benefit the entire team and is tactful in correcting others' mistakes.
- Takes ownership and personal responsibility for decisions made.
- Readily contributes without being asked and is one of the first to volunteer.
- Problem solver, innovative, and mediator.
- Excellent conflict resolution skills (conflicts are not a subject of behind-the-back complaining to people who can't do anything to help resolve the problem) and assists others with conflict management.
- Encourages others to get involved and embraces change.
- Highly respected, good role model, special efforts as a leader and becoming a mentor.
- Accomplishes results without creating friction, compliments others for jobs well done.
- Helps co-workers in a timely, accurate fashion without guidance from supervisor.

Success: This employee is doing a good job. They demonstrate technical and professional competence in work tasks and areas of specific practice. Assignments are completed. They effectively work within their defined job responsibilities and comply with professional development requirements.

Examples of behavior that earn this rating may include, but are not limited to:

- Effectively communicates problems to appropriate team members in a timely manner.
- Supports co-workers and handles own caseload effectively.
- Respectful, cooperative, professional, pleasant, dependable, flexible and courteous.
- Communicates pertinent info in a timely manner.

- Supportive and accepting of organizational and departmental policies and procedures.
- Willingly obtains required training.
- Seldom has conflict, but if so takes the initiative to positively resolve.
- Willing to take on and complete new assignments and finishes them on time.
- Works well with the group, helps others, greets co-workers, doesn't gossip, supports the agency.

Needs Improvement: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position. Performance is not achieving expectations; one or more critical goals are not met. Previous discussion regarding the performance improvement needs should have occurred prior to this rating assignment. A follow-up review is required in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Doesn't assemble, build or manage in a team fashion.
- Doesn't create a common mindset or common challenge.
- Rewards and compliments individuals, not the team.
- May not hold many team meetings.
- Doesn't create any synergies in the team; everyone works on his/her own projects.
- Doesn't manage in a way that builds team morale and energy.
- Doesn't have the skills or interest to build a team.
- May be very action and control oriented and won't trust a team to perform.
- May not treat others as unique individuals.
- May slow down reasonable process by having everything open for debate.
- May go too far in not hurting people's feelings and not making tough decisions.
- May not develop individual leaders.
- Might not provide take-charge leadership during tough times.

Unacceptable: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position and has not adequately progressed following ongoing coaching. A follow-up review is required in three months and again in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Undermines the work of others, has a negative influence on others.
- Doesn't participate or contribute at team meetings or on team projects.
- Lack of or untimely communication.
- Doesn't follow policy/procedures, support decisions or decision-making process.
- Shuns, avoids, refuses assignments, off loads work to others, own work doesn't get done, needs prompting.
- Inability to get along with others, often complains, emphasizes problems, doesn't offer solutions.
- Poor work habits (incomplete work, closes down even if people still need help, causes others to pick up the slack)

Section 3 - Innovating and Being Open to Change

- Is good at bringing creative ideas to the department.
- Has good judgment about which creative ideas and suggestions will work.
- Has a sense about managing the creative process of others.
- Can facilitate effective brainstorming.
- Can project how potential ideas may play out.
- Practices attentive and active listening.
- Has the patience to hear people out.
- Can accurately restate the opinions of others even when he/she disagrees.
- Learns quickly when facing new problems.
- A relentless and versatile learner.
- Open to change.
- Analyzes both successes and failures for clues to improvement.
- Experiments and will try anything to try solutions.
- Enjoys the challenge of unfamiliar tasks.
- Picks up on the need to change personal, interpersonal, and managerial behavior quickly.
- Watches others for their reactions to his/her attempts to influence and perform, and adjusts.
- Seeks feedback.

Performance Levels:

Excellence: This employee is doing a very good job, and at times, an excellent job. They consistently surpass expectations. They demonstrate technical and professional excellence in tasks. They willingly update their professional knowledge. They excel in their defined work responsibilities. The individual pro-actively thinks ahead of and outside of their defined responsibilities and offers usable suggestions to improve work processes, service and results. They anticipate and prevent potential problems. They independently seek out opportunities to learn and grow.

Examples of behavior that earn this rating may include, but are not limited to:

- Ventures away from familiar ground into uncharted territory.
- Creates something fresh, new, original, or improved that creates value for the department or organization.
- Thinks outside the box when faced with challenging situations.
- Regularly surrounds self with those that think differently, gaining more perspectives.
- Funnel creative recommendations into practical applications.
- Fosters a spirit of creative collaboration by giving teams a common focus.
- Created a reporting system that is now used throughout the department or organization.
- Skillfully changes direction when faced with new information.
- Solved a long-standing problem or issue through a creative workaround.
- Is always willing to take a fresh look at policies and practices.
- Thinks of imaginative alternatives when confronted with barriers or obstacles.
- Encourages coworkers to be inventive and to take appropriate risks.
- Makes ongoing suggestions to improve operations that result in significant positive change.

Success: This employee is doing a good job. They demonstrate technical and professional competence in work tasks and areas of specific practice. Assignments are completed. They effectively work within their defined job responsibilities and comply with professional development requirements.

Examples of behavior that earn this rating may include, but are not limited to:

- Displays originality and contributes fresh ideas.
- Questions common practices in order to identify better ways of doing things.
- Readily identifies more efficient ways of doing business.
- Maintains composure when faced with stressful situations.
- Calms those around him/her by keeping them focused on the end goal.
- Rapidly adapts to changes in the nature of his/her assignments.
- Welcomes constructive criticism.
- Shows initiative when having to redefine the way he/she is performing a task.
- Remains a proponent of change.
- Goes with the flow and adapts readily to any changes in circumstances.
- Welcomes change as an opportunity.
- Is a versatile team player capable of handling diverse assignments.
- Demonstrates a keen ability to multi-task and juggle competing priorities.
- Quickly adapts to deviation from a pre-planned schedule and course of action.

Needs Improvement: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position. Performance is not achieving expectations; one or more critical goals are not met. Previous discussion regarding the performance improvement needs should have occurred prior to this rating assignment. A follow-up review is required in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- May be stuck in historical, tried-and-true methods, uncomfortable with ambiguity and quick to jump to a solution.
- Learns new things slowly.
- Not a good judge of what's creative
- Doesn't understand the marketplace for innovation.
- May be a perfectionist avoiding risk and fearing failures and mistakes.
- Gives up too soon and accepts a marginal solution.
- Functions on the surface, doesn't go deep.
- May not use experiments to learn and improve, and may block the innovations of others.
- Looks for the simplest explanation too soon.
- May be afraid to take a chance on the unknown.
- Not agile or versatile in learning to deal with first-time or unusual problems.
- Doesn't change or adapt to his/her surroundings.
- May see adjusting to others as a sign of weakness.
- May be arrogant or defensive.
- Doesn't change or adapt to his/her surroundings or the situation.

- May be a one-thing-at-a-time person or a person who only thinks about what he/she is doing, not how others are responding or what they need.
- May get too far out in front of others in thinking and planning.
- May tend to change things too often.

Unacceptable: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position and has not adequately progressed following ongoing coaching. A follow-up review is required in three months and again in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Appears reluctant to embrace last-minute changes in direction.
- Strictly adheres to only those job duties outlined in his/her job description.
- Does not “roll with the punches” effectively.
- Demonstrates a tendency to resist even minor changes.
- Postpones or delays training and implementation of new programs.
- Remains unwilling to carry out tasks that are “below him/her”.
- Does not excel at independent, research-based activities.
- Avoids covering for others in the department when needed.
- Becomes frustrated when faced with unexpected changes in plans.
- Tends to resist or resent new work assignments.
- Often raises his/her voice and “lashes out” at his/her peers when things don’t go as planned.
- Demonstrates a time-clock mentality.
- Becomes flustered when interrupted or asked to deviate from a fixed schedule.

Section 4 – Accurate Work Product and Efficiency

- The quality of work from this person or group is always among the best.
- Produces work that is mostly error free the first time with little waste or redone work.
- Very productive and efficient in planning and executing work.
- Accurately scopes out the work, creates efficient workflows and processes, and assigns resources properly.
- Consistently outperforms most other people or groups because of excellence at planning, priority setting and execution.

Performance Levels:

Excellence: This employee is doing a very good job, and at times, an excellent job. They consistently surpass expectations. They demonstrate technical and professional excellence in tasks. They willingly update their professional knowledge. They excel in their defined work responsibilities. The individual pro-actively thinks ahead of and outside of their defined responsibilities and offers usable suggestions to improve work processes, service and results. They anticipate and prevent potential problems. They independently seek out opportunities to learn and grow.

Examples of behavior that earn this rating may include, but are not limited to:

- Finds ways to make things run more smoothly when planning, organizing, and accomplishing tasks.
- Offers suggestions for improvement to workflow.
- Anticipates clients needs and deadlines.
- Manages several tasks concurrently and continually reprioritizes and is able to take on new projects while maintaining other duties.
- Consistently performs at a high level and works ahead of schedule.
- Informs supervisor early on of potential scheduling troubles/conflicts.
- Identifies problems before they occur, involves appropriate people, and develops and implements a solution while keeping supervisors informed of successful and unsuccessful outcomes.
- Collaborates and redefines the job to improve productivity and efficiency.
- Manages several tasks with expertise and anticipates future tasks.
- Seeks out extra projects that are challenging.
- Anticipates changes and has suggestions on various solutions.

Success: This employee is doing a good job. They demonstrate technical and professional competence in work tasks and areas of specific practice. Assignments are completed. They effectively work within their defined job responsibilities and comply with professional development requirements.

Examples of behavior that earn this rating may include, but are not limited to:

- Plans, organizes, and accomplishes work in a timely and effective manner.
- Understands their job, can handle the workload, and completes on own.
- Manages multiple tasks well most of the time.
- Adjusts well to unanticipated changes in work priorities, with accurate and timely results.
- Uses time wisely and completes assigned tasks on time.
- Notifies manager in a timely manner of change in workload or project schedules.

Needs Improvement: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position. Performance is not achieving expectations; one or more critical goals are not met. Previous discussion regarding the performance improvement needs should have occurred prior to this rating assignment. A follow-up review is required in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Produces work that's below the quality standard.
- Does not proofread well. Contains notable and sloppy errors.
- Usually requires rework before it can be used and then barely meets average minimum quality standards or specifications.
- Not up to standard with some waste of time or resources.
- Quality standards exceed what's reasonable.
- Not orderly in approach to work.
- Works on whatever comes up, gets easily diverted into less productive tasks.
- Follow-through is spotty.
- Wastes a lot of energy and time due to being disorganized.

Unacceptable: This employee is not meeting the core competencies, performance criteria, goals, and/or professional development expectations of the position and has not adequately progressed following ongoing coaching. A follow-up review is required in three months and again in six months.

Examples of behavior that earn this rating may include, but are not limited to:

- Unable to set and follow priorities.
- Not meeting deadlines for assigned work, does not accomplish level of expected productivity.
- Socializing interferes with their work tasks.
- Adjusts poorly to unanticipated changes, causing diminished quality, quantity, and/or timeliness of work.
- Excessive time spent talking or visiting, takes long breaks, or wastes time in other ways.
- Spends time doing non-work-related tasks (surf internet, projects from home, etc.)
- Not at desk and ready to work at assigned time.
- Does not inform supervisor when needing time off, or change in schedule, or of potential problems.

Competencies Resource

FYI, For Your Improvement Book – *A Guide for Development and Coaching* [INSERT HYPERLINK], for learners, managers, mentors, and feedback givers, by Michael M. Lombardo and Robert W. Eichinger.

Performance Plan and Evaluation Procedures

I. Performance Evaluation Process

A. Employee Self-Evaluation

An employee self-evaluation form is available for use. Employees may be required by supervisors to complete the self-evaluation form. Supervisors may choose to use the employee self-evaluation in the manner and at the time which is most relevant.

Administration recommends that supervisors have employees complete the self-evaluation and return it to the supervisor as the first step in the evaluation process.

B. Supervisor Draft Evaluation

A performance evaluation may not be finalized until the employee has had an opportunity to discuss the evaluation with the supervisor.

Administration recommends that supervisors prepare a draft of the evaluation form prior to meeting with the employee.

C. Performance Evaluation Meeting

All employees are entitled to have a one-on-one meeting with their supervisor related to their performance evaluation.

D. Finalizing the Performance Evaluation

The supervisor is responsible for final decision on performance evaluation ratings and comments.

Employees are entitled to submit a written rebuttal to any rating or comment in their performance evaluation they disagree with. Such rebuttals will be filed with the performance evaluation in Human Resources within 14 days of the supervisor finalizing the performance evaluation.

Human Resources will periodically audit performance evaluations for accuracy, completeness, compliance with policy and these procedures.

E. Appealing Performance Evaluation related to Pay-for-Performance

This space reserved for future use when/if pay-for-performance is implemented.

II. Setting Custom Performance Criteria and Goals

A. Position Specific Performance Criteria and Goals

Position specific performance criteria are those performance criteria that are exclusive or customized for a particular classification. If there are multiple individuals in a particular classification (i.e. with the same job title) they should have the same performance criteria and goals. Some exceptions may apply if they have the same job title, but work in different units or divisions of a department, but they should have the same performance criteria and goals within those defined units.

The performance criteria and goals should be directly related to the actions and deliverables that are required to perform the specific job held by the employee.

There are two options for position specific performance criteria

Option 1

The supervisor may utilize 3 of the major job functions from the classification position description.

Option 2

The supervisor may utilize goals established for the performance of an entire work unit.

Position specific goals may be contingent upon performance of a unit, not just an individual team member.

Supervisors are not required to use this section, but it is encouraged.

Employees must have prior knowledge of all position specific criteria and goals prior to its inclusion on a performance evaluation. An employee is considered to have knowledge if the position specific criteria is directly from the job description.

B. Individual Goals and Professional Development (Up to 6 "bonus points")

Note that this section is scored differently than sections 1 – 5. The points obtained in the individual goals and professional development section is similar to "bonus points". An employee does not need to be awarded points from this section in order to be successful or demonstrate excellence.

Individual goals are those which are exclusive or customized for a particular employee. These goals may be used for multiple employees but they must be able to impact the criteria or goal on their own.

Goals should be established with clear criteria for the award of points. An employee may obtain up to two additional points for the attainment of the goal.

Individual goals may be used by a supervisor to improve on strength, or address a deficiency.

Example of Goal

Complete project a and project b by the assigned date. (100% complete = 2, 75% complete = 1)

Example of Professional Development Goal

Obtain training in project management. (training obtained and demonstrated use = 2, training obtained = 1)

Supervisors are not required to use this section, but it is encouraged.

Employees must have prior knowledge of all individual criteria and goals prior to its inclusion on a performance evaluation.

III. Completing the performance Evaluation Form

A. Layout of the Performance Evaluation Form

The performance evaluation form has 6 sections:

- Section 1 – Delivering Exceptional Customer Service
- Section 2 – Building Teams and Collaborating
- Section 3 – Innovating and being open to change
- Section 4 – Work Product and Productivity
- Section 5 – Position Specific Goals and Performance Criteria
- Section 6 – Individual Professional Development Goals and Performance Criteria

Sections 1 – 4 contain 3 questions each.

Section 5 is for position specific goals and performance criteria that are set at the supervisor/department head's discretion.

Section 6 is for individual professional development goals and performance criteria that are set at the supervisor/department head's discretion.

Each section is connected to recommended chapters in the book For Your Improvement (FYI). The recommended chapters are included for ease of access in the title bar of each section.

B. Scoring the evaluation

The points earned in each section should be totaled. The section totals are added in Section 7, and an appropriate overall score is provided.

C. Rules for Sections 1 – 6

All questions must have a rating.

All questions must have a rating chosen (one, two, three or four).

Questions in sections 6 that are blank do not require a response.

Not all comments justify changing the rating on a question.

A supervisor who makes a comment on the performance evaluation is not required to use that comment to change the rating on the performance evaluation from the presumptive rating.

When a supervisor makes a comment that justifies adjusting the rating on the question the supervisor should note in the comment which question number is being adjusted.

The presumptive rating on each question is 3.

A supervisor does not need any justification (comments) to be documented to provide a rating of 3.

At least 1 specific comment per question (1a, 1b, 1c, etc.) is required justifying a rating above or below 3.

To provide a valid rating below 3:

- The supervisor must be able to document at least one ~~specific instance~~example, per point below 3, indicating how the employee failed to meet expectations related to that particular standard; and
- the employee must have been made aware that their performance did not meet expectations; and
- the employee must have been given the opportunity to improve their performance to meet the standard including reasonable time, and supervisor support.

To provide a valid rating above 3:

- The supervisor must be able to document at least one ~~example~~specific instance where the employee exceeded expectations related to that particular standard.

Comments and specific instances may not be used to justify a rating above or below the presumptive rating more than one time throughout the performance evaluation.

Example

If the supervisor chooses only one specific comment for a section, then only one question should be rated above or below "3".

Defining "specific comment"

Documenting significant behavior helps improve communication. The feedback to employees, both positive and critical, can enhance employee motivation to improve. Accurate documentation of specific behaviors and incidents allows an employee to understand which on-the-job behaviors are productive and which are not.

A specific comment which can justify a rating above or below 3 is a comment which preferably^(BID3):

- Describes a point in time or period in time; and
- Describes an action(s) that are applicable to the standard; and
- Describes the impact of the action(s) that are applicable to the standard

Examples

"On (date) a customer with a very difficult problem came in to the office, it was obvious they were very upset; you handled the situation well, and the customer left with an understanding they did not have when they came in."

Comments are intended as specific examples of larger patterns of behavior

If a specific instance is not "typical" of the employee's overall performance; a comment and rating (either above or below two) is not warranted.

Example

An employee makes a significant mathematical error on a document; which is observed and noted in an audit. The supervisor discusses the error with the employee. With some monitoring and additional inspection of the employee's work product, the supervisor determines that the error is not "typical" of the employee's work performance. The supervisor would be justified in not making a comment or changing the rating of the employee on the evaluation.

Level of experience matters as context

Supervisors may consider the level of experience of the employee in making decisions related to employees' work performance. Nothing in this guidance should be construed to suggest that expectations of employees with less experience must be lower; but thoughtful consideration of an employee's experience in evaluation is appropriate.

Example

An employee with one year of experience is able to produce 5 widgets per day and an employee with 10 years of experience is able to produce 10 widgets per day. Given the discrepancy in experience, if the supervisor believes that the less tenured employee is producing widgets at a level which is appropriate for her experience, the less experienced employee should not be rated lower.

Factors Impacting Performance

Before discussing performance with the employee, assess factors that may have had an unanticipated negative or positive impact on performance. Consider:

- Unanticipated events that redirected work activities
- Staffing issues
- Lack of proper equipment
- Excessive work load fluctuations
- Working conditions
- Delays from internal or external sources
- Unclear objectives or performance standards
- Policy changes

Pay Guidelines

Wage Adjustment

Refer to the Personnel Policy or applicable collective bargaining agreement for wage scales.

Resources

Contact the Human Resources Office for additional information and resources relating to the performance management process.



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: December 18, 2019

Title of Item: ICAC JPA

<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) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Sheriff Scott A. Turner	Department: Aitkin County Sheriff's Office
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Presenter (Name and Title): Sheriff Scott A. Turner	Estimated Time Needed: 5 minutes
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Summary of Issue:

Approve Joint Powers Agreement - Internet Crimes Against Children.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Request board chair to sign agreement. Please forward signed agreement.

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:*

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Aitkin County Board

DATE: December 6, 2018

FROM: Sheriff Scott Turner

RE: JPA - ICAC

Attached is a copy of the Joint Powers Agreement with the State of Minnesota – Minnesota Internet Crimes Against Children Task Force for implementing a three-pronged approach – prevention, education and enforcement to combat internet crimes against children.

Upon executing this JPA they will provide us with the software to accomplish the gathering of evidence from electronic media. That is a vital piece to keeping our children safe. Currently, we have to rely on other agencies to accomplish this task, thereby slowing down our efforts.

This partnership and the providing of the necessary software is done without direct cost to us. The only expectation is that we will provide that service to the police departments in Aitkin County. As they are also serving Aitkin County residents, this is appropriate.

If we were to purchase this software on our own, the cost would be in the neighborhood of about \$10,000 - \$12,000 with an annual maintenance cost of about \$3,000. We have been pursuing this for a number of years.

The JPA has been reviewed by County Attorney Ratz.

Minnesota Internet Crimes Against Children Task Force

Multi-Agency Law Enforcement Joint Powers Agreement

This Multi-Agency Law Enforcement Joint Powers Agreement, and amendments and supplements thereto, ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("Grantee"), empowered to enter into this Agreement pursuant to Minnesota Statutes § 471.59, subdivisions 10 and 12, and **County of Aitkin on behalf of its Sheriff's Office, 217 2nd St NW, Aitkin, MN 56431** ("Undersigned Law Enforcement Agency"), empowered to enter into this Agreement pursuant to Minnesota Statutes § 471.59, subdivision 10.

WHEREAS, the above subscribed parties have joined together in a multi-agency task force intended to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in such activity; and

WHEREAS, the undersigned agencies agree to utilize applicable state and federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate; and

WHEREAS, the Grantee is the recipient of a federal grant, attached and incorporated into this Agreement as Exhibit A, disbursed by the Office of Juvenile Justice and Delinquency Prevention ("OJJDP") in Washington, D.C. to assist law enforcement in investigating and combating the exploitation of children which occurs through the use of computers by providing funding for equipment, training, and expenses, including travel and overtime funding, which are incurred by law enforcement as a result of such investigations; and

WHEREAS, the OJJDP Internet Crimes Against Children ("ICAC") has established a Working Group of Directors representing each of the existing ICAC Task Forces to oversee the operation of the grant and sub-grant recipients; and the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA") has designated Donald Cheung as the Commander of the Minnesota ICAC Task Force;

NOW THEREFORE, the parties agree as follows:

1. The Undersigned Law Enforcement Agency approves, authorizes, and enters into this Agreement with the purpose of implementing a three-pronged approach, **prevention, education, and enforcement**, to combat Internet Crimes Against Children; and
2. The Undersigned Law Enforcement Agency shall adhere to the Minnesota ICAC Task Force Program Standards identified in Exhibit B, attached and incorporated into this Agreement, in addition to complying with applicable Minnesota state and federal laws in the performance of this Agreement, including conducting undercover operations relative to ICAC (a list of Regional ICAC Task Force, Minnesota State Affiliate Agency and Training & Technical Assistance Program contact information is available at <http://www.ojjdp.gov/programs/progsummary.asp?pi=3#Resources>); and
3. Exhibits A and B are incorporated into this Agreement and made a part thereof. In the event of a conflict between this Agreement and the Exhibits, the terms of the Exhibits

prevail; and

4. The Undersigned Law Enforcement Agency and the Grantee agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The Grantee's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Undersigned Law Enforcement Agency's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law; and
5. All members and representatives of the Undersigned Law Enforcement Agency shall continue to be employed and directly supervised by the same law enforcement agency employer which currently employs the member performing Minnesota ICAC Task Force assignments; and all services, duties, acts or omissions performed by the member will be within the course and duty of that employment, and therefore, are covered by the Workers Compensation programs of that employer; will be paid by that employer and entitled to that employer's fringe benefits; and
6. The Undersigned Law Enforcement Agency must first submit a written request for funds and receive approval for the funds from the Grantee to receive any funds from the Grantee; and
7. The Undersigned Law Enforcement Agency must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the Grantee to the Undersigned Law Enforcement Agency within thirty (30) calendar days of the date of invoice, with payment made to ***Atikin County Sheriff's Office, 217 2nd St NW Aitkin 56431***; and
8. The Undersigned Law Enforcement Agency shall maintain accurate records pertaining to prevention, education, and enforcement activities, to be collected and forwarded monthly to the Minnesota ICAC Task Force Commander, or his successor or designee, for statistical reporting purposes; and
9. The Undersigned Law Enforcement Agency shall participate fully in any audits required by the OJJDP. In addition, under Minnesota Statutes § 16C.05, subdivision 5, the Undersigned Law Enforcement Agency's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the Grantee and/or the Minnesota State Auditor and/or the Legislative Auditor, as appropriate, for a minimum of six (6) years from the end date of this Agreement; and
10. The Undersigned Law Enforcement Agency shall make a reasonable good faith attempt to be represented at any scheduled regional meetings in order to share information and resources amongst the multiple entities; and
11. The Undersigned Law Enforcement Agency shall be solely responsible for forwarding information relative to investigative targets to the Child Pornography Pointer System ("CPPS") pursuant to the OJJDP guidelines; and
12. In the event future federal funding is no longer available, or if this Agreement is terminated

by either the State or the Undersigned Law Enforcement Agency, or if the Undersigned Law Enforcement Agency breaches this Agreement, then the Undersigned Law Enforcement Agency shall, at the request of the Minnesota ICAC Task Force Commander or his successor or designee, return all investigative equipment acquired through OJJDP funding within sixty (60) calendar days of such request.

13. That the Grantee may reimburse, the Undersigned Law Enforcement Agency for the following duties:
 - A. Investigations by the Undersigned Law Enforcement Agency under this Agreement shall be conducted in accordance with the OJJDP ICAC Task Force Program Standards identified in Exhibit B, and concluded in a timely manner. The Undersigned Law Enforcement Agency will only be reimbursed by the Grantee for overtime hours inclusive of fringe benefits of actual hours and/or actual expenses incurred related to performing Minnesota ICAC Task Force assignments and/or training approved by the Minnesota ICAC Task Force Commander, or his successor or designee, through the term of this Agreement or until all federal funds under the OJJDP grant have been expended, whichever comes first.
 - B. The Undersigned Law Enforcement Agency participating in the Minnesota ICAC Task Force investigations will be reimbursed by the Grantee for actual costs as defined in Clause 13, Section A, to the extent such actual costs have been reviewed and approved by the Minnesota ICAC Task Force Commander, or his successor or designee.
14. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
15. The Undersigned Law Enforcement Agency and the Grantee may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party.
16. **Term of this Agreement**

This Agreement shall be effective on the date the Grantee and the Undersigned Law Enforcement Agency obtain all required signatures under Minnesota Statutes § 16C.05, subdivision 2, and shall remain in effective through **May 31, 2019** unless terminated or canceled. **Upon the effective date of this Agreement, the Undersigned Law Enforcement Agency will be entitled to reimbursements approved by the Grantee dating back to June 1, 2016 for overtime salary including fringe benefits, equipment, training and expenses to the extent Grantee has available funds to pay such and they have been approved consistent with Clause 13, Sections A and B.** Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by an employee as a member of the Undersigned Law Enforcement Agency.
17. **Venue**

Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

1. Undersigned Law Enforcement Agency

Undersigned Law Enforcement Agency certifies that the appropriate person(s) have executed the Agreement on behalf of the Undersigned Law Enforcement Agency and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title
Undersigned Law Enforcement Agency

Date

{Name}, {Title}

Date

{Name}, {Title}

Date

{Mayor or Board Chair}

Date

2. Department or Public Safety; Bureau of Criminal Apprehension

Name: _____

Signed: _____

Title: _____
(With delegated authority)

Date

**3. Commissioner of Administration
As delegated to Materials Management Division**

By and Title

Date



Board of County Commissioners Agenda Request

5B
Agenda Item #

Requested Meeting Date: 12/18/18

Title of Item: Emergency Operation Plan

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Sheriff Scott Turner	Department: Sheriff's Office
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Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed: 30 minutes
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Summary of Issue:

Review/approve Emergency Operation Plan. (non-budgetary action)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve

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:*

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

218-927-7435 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887
TOLL FREE 1-888-900-2138

MEMO

TO: Aitkin County Board of Commissioners DATE: December 12, 2018
FROM: Sheriff Scott Turner RE: Emergency Operations Plan Review

Attached is the Aitkin County Emergency Operations Plan. As part of the four-year-cycle of plan review (peer, regional program coordinator, regional review committee (RRC) and county board), this year is the time for the review to be conducted by the county board. Last year the review was conducted by the RRC.

As always, there is a continual review and update to the plan to meet the requirements of the Emergency Management Performance Grant (EMPG) as well as any other requirements. A plan is not a static document, rather somewhat dynamic as technologies change, priorities shift and public expectations evolve.

At the next board meeting, myself and the Dispatch Supervisor / EM Coordinator Patrice Erickson will go through the MNwalk of the plan so that it can be reviewed by you.

If you have any questions, prior to that time, please do not hesitate to ask.



Aitkin County Board of Commissioners Agenda Request Form

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Agenda Item #

Requested Meeting Date: December 18, 2018
Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Bill Pratt
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 rd Thursday	Wedel and Pratt
Aitkin County CARE Board	Monthly	2 nd Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 rd Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	3 rd Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Quarterly		Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Monthly	3 rd Thursday	Niemi, Alt. Westerlund
ATV Committee	As needed		Pratt and Westerlund
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Pratt, Alt. Marcotte
Budget Committee 2019			Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi, Alt. Pratt
Economic Development	Monthly	1 st Wednesday	Pratt and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Pratt
Extension	4x year	Monday	Westerlund, Alt. Marcotte
Facilities/Technology	As needed		Wedel and Marcotte
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Wedel and Pratt
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA (Liaison)	Monthly	4 th Monday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Pratt and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Pratt
Mille Lacs Fisheries Input Group	Monthly		Westerlund
Mille Lacs Watershed	10x year	4 th Thursday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 th Friday	Marcotte, Alt. Pratt
MN Rural Counties	8x year	Varies	Niemi, Alt. Pratt
Natural Resources Advisory Committee	8-10x year	2 nd Monday	Marcotte and Pratt
NE MN Office Job Training	As called		Niemi
NE MN ATP	Quarterly		Pratt, Alt. Niemi and Engineer Welle
NE MN Regional ECB	5x year	4 th Thursday	Marcotte, Alt. Sheriff Turner
Northeast Waste Advisory Committee	Quarterly	2 nd Monday	Pratt, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Marcotte, Alt. Pratt
Ordinance	As needed		Pratt and Marcotte
Personnel/Insurance	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Pratt and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund