

The Aitkin County Board of Commissioners met this 20th day of December, 2016 at 9:00 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow and Human Resources Specialist Nicole Visnovec.

CALL TO ORDER

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended December 20, 2016 agenda. Item 6E, Transfer of Funds was added to the agenda.

**APPROVED
AMENDED
AGENDA**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: December 7, 2016 to December 19, 2016; B) Approve County Board Minutes: December 6, 2016; C) Approve Budget Hearing Minutes: December 6, 2016; D) Approve Commissioner Warrants: General Fund \$179,612.18, Road & Bridge \$473,461.76, Special Revenue (Unorg R&B, Fire) \$974.24, Health & Human Services \$6,559.60, State \$668.05, Trust \$1,592.88, Forest Development \$1,592.08, Agency \$19,081.20, Long Lake Conservation Center \$2,254.22, Parks \$11,399.28 for a total of \$697,240.49; E) Approve November Manual Warrants: General Fund \$141,730.35, Road & Bridge \$190.00, Health & Human Services \$2,022.53, State \$83,313.20, Trust \$12.70, Taxes & Penalties \$1,987.00, Long Lake Conservation Center \$683.05 for a total of \$229,938.83; F) Approve Auditor Warrants – November Sales & Use Tax: General Fund \$543.71, Road & Bridge \$1,446.48, State \$6,731.00, Trust 54.36, Forest Development -\$0.36, Long Lake Conservation Center \$100.78, Parks, \$107.80 for a total of \$8,983.77; G) Approve Auditor Warrants: General Fund \$471.46, Road & Bridge \$101,663.88 for a total of \$102,135.34; H) Adopt Resolution: Final Contract Payment – Contract No. 20154; J) Approve Appointment of District 3 Board of Adjustment Member; K) Adopt Resolutions: City of Aitkin Trail Project

**CONSENT
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: 2017 Liquor License renewals:

**RESOLUTION
20161220-083
2017 LIQUOR
LICENSE
RENEWALS**

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

“ON”, “OFF” and “SUNDAY” Sale:

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

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

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

Phil’s Myr Mar Marina Inc., d/b/a **Phil’s Myr Mar Marina** – Hazelton Township
 This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

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

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
 This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

“ON” and “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

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

“ON” Sale – CLUB:

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

“OFF” Sale:

KRIM15 LLC, d/b/a **Cave Liquors** – Hazelton Township
 This establishment has an address of 22852 US Highway 169, 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

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: Final Contract Payment – Contract No. 20154:

**RESOLUTION
 20161220-084
 FINAL CONTRACT
 PAYMENT –**

WHEREAS, Contract No. 20154 has in all been completed, and the County Board being fully advised in the premises.

**CONTRACT NO.
20154**

NOW THEN BE IT RESOLVED, That the Aitkin County Board of Commissioners does hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Young Excavating in the amount of \$5,330.00.

Under the consent agenda, motion by Niemi, seconded by Commissioner Westerlund and carried, all members voting to approve APPOINTMENT OF District 3 Board of Adjustment Member, Mr. Richard Bright.

**APPOINTMENT OF
BOARD OF
ADJUSTMENT
MEMBER**

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: City of Aitkin Trail Project:

**RESOLUTION
20161220-085
CITY OF AITKIN
TRAIL PROJECT
1 OF 2**

WHEREAS, the City of Aitkin desires to submit a grant application for the Federal Highway Administration (FHWA) Transportation Alternatives Program (TAP) for the 1.3-mile Cuyuna Lakes Trail - Tank Trail Segment project, and

WHEREAS, the FHWA TAP grant requires that Aitkin County act as the project sponsor for this project.

THEREFORE BE IT RESOLVED, that Aitkin County agrees to act as the sponsoring agency for the Cuyuna Lakes Trail - Tank Trail Segment project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that John Welle, Aitkin County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to adopt resolution: City of Aitkin Trail Project:

**RESOLUTION
20161220-086
CITY OF AITKIN
TRAIL PROJECT
2 OF 2**

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Aitkin County is the sponsoring agency for the transportation alternatives project identified as Cuyuna Lakes Trail - Tank Trail Segment.

THEREFORE BE IT RESOLVED, that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Senator Carrie Rudd and Representative Dale Lueck updated the Board on the 2016 and 2017 Legislative Topics.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund that Tara Fries has forfeited her ownership of two dogs by abandoning them at the county fairgrounds 11/12/16. She failed to attend the public hearing that she requested or pay the accumulated fines. The county board authorizes the Sheriff's department and the vet to put the dogs up for adoption.

Steve Bennett, IT Director, reviewed the staffing, workload, and equipment of the IT Department. The board remanded the request to the Personnel Committee to take a broader look at reorganization, outsourcing, and/or hiring of the position.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund to approve appointing to the Board of Adjustment Lin Benson and to the Planning Commission David Lange.

Motion by Commissioner Niemi, seconded by Commissioner Marcotte to approve appointing six appointments to the Natural Resources Committee: Russell Hoppe, Robert Marcum, Robert Lake, Dale Shipp, Donald Kitzrow, and James Bixby

Motion for a resolution to approve Fisherman's Bay liquor license by Commissioner Westerlund, seconded by Commissioner Marcotte roll call vote Westerlund, Marcotte, Niemi, Wedel voted aye, Napstad abstained motion carried, to adopt resolution:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2017 thru December 31, 2017:

"ON", "OFF" and "SUNDAY" Sale:

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

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2017:

Fund/Account Fund/Account Revenues: Reserves: Expenditures:

LEGISLATIVE UPDATE

DISPOSITION OF 2 DOGS

IT STAFFING

REQUEST TO FILL COMMITTEE VACANCIES

RESOLUTION 20161220-087 2017 LIQUOR LICENSE RENEWAL FISHERMAN'S BAY

RESOLUTION 20161220-088 2016 DITCH FUND BUDGETS

Judicial Ditch 2	7-350	\$47	\$0
Co Ditch 5	7-353	\$0	\$440
Co Ditch 21	7-365	\$0	\$0
Co Ditch 24	7-351	\$0	\$0
Co Ditch 28	7-356	\$0	\$185
Co Ditch 30	7-352	\$106	\$1648
Co Ditch 34	7-357	\$0	\$625
Co Ditch 36	7-358	\$0	\$0
Co Ditch 37	7-359	\$0	\$7980
St Ditch 63	7-362	\$0	\$0
St Ditch 66	7-363	\$0	\$0
Co Ditch 2	7-367	\$0	\$355
Diversion Channel	7-373	\$0	\$0
Co Ditch 23	7-354	\$0	\$965
Co Ditch 25	7-355	\$0	\$0
Co Ditch 42	7-360	\$0	\$0
Co Ditch 58	7-361	\$0	\$0
Co Ditch 20	7-364	\$0	\$143
Co Ditch 43	7-366	\$0	\$425
Co Ditch 29	7-371	\$0	\$0
Co Ditch 38	7-	\$0	\$0

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Unorganized Township Budgets

BE IT RESOLVED, that the following 2017 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$44,500		\$44,500
Unorganized Fire Fund	\$30,875		\$30,875
Unorganized Cemetery	\$2,700		\$2,700

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 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 2017:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$339,000	\$7,932	\$346,932
Cons. For Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,700,000		\$1,700,000
Forest Resource	\$142,500	\$265	\$142,765
Reforestation	\$216,975	\$3,105	\$220,080

**RESOLUTION
20161220-089
2017
UNORGANIZED
TOWNSHIP ROAD
& BRIDGE, FIRE
FUND, AND
CEMETERY
BUDGETS**

**RESOLUTION
20161220-090
2017 NON-LEVY
BUDGETS**

Memorial Forest	\$110,500	\$68,824	\$179,324
Forest Road	\$38,000	(\$2,488)	\$35,512
Gravel Pit	\$3,000		\$0
Missing Heirs	\$0		\$0
MCIT	\$0		\$0
Collaborative Grant	\$44,700	\$10,300	\$55,000
Environmental Trust	\$10,000		\$10,000
LLCC	\$650,389	(\$819)	\$649,570

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2017 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$5,886,021
Road and Bridge Fund	\$2,507,026
Health & Human Services Fund	\$2,478,402
Operation or Maintenance Costs Of a County Jail	\$1,996,480
Parks	\$ 15,000
Total:	\$12,882,929

BE IT ALSO RESOLVED, that \$10,000.00 is reserved for the horse barn at the fairgrounds.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Budgets for Levy Funds

BE IT RESOLVED, that the following 2017 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	\$12,903,180	\$23,109	\$12,926,289
Road and Bridge	\$9,336,337	\$878,201	\$10,214,538
Health & Human Service	\$6,433,034	\$400,000	\$6,833,034
Parks	\$531,117	(\$21,178)	\$509,939

**RESOLUTION
20161220-091
2017 LEVY**

**RESOLUTION
20161220-092
2017 BUDGET**

Total: \$29,203,668 \$1,280,132 \$30,483,800

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 ECRL Levy

BE IT RESOLVED, that the amount of \$225,882 be budgeted and levied for the year 2017 for the East Central Regional Library.

**RESOLUTION
20161220-093
2017 EAST
CENTRAL
LIBRARY
LEVY/BUDGET**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Boat & Water Safety Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2017 annual Boat and Water Safety Agreement budget on file in the Office of County Auditor in the amount of \$84,830 for a term January 1, 2017 to December 31, 2017.

**RESOLUTION
20161220-094
2017 BOAT &
WATER SAFETY
BUDGET**

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$150		
Boat & Water Grant	\$27,235		
Totals:	\$27,385	\$58,856	\$86,241

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

2017 Appropriations to Aitkin County Soil & Water & Snake River Watershed

BE IT RESOLVED, that the budget and appropriation in the amount of \$143,254 be set for 2017 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.

**RESOLUTION
20161220-095
2017
APPROPRIATIONS
TO ASCS AND
SNAKE RIVER
WATER SHED**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

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 from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing

**RESOLUTION
20161220-096
UNORGANIZED
TOWNSHIP R&B
ACCOUNTS
TRANSFER TO
R&B**

of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$2,667.50
45-24	\$15,277.22
47-24	\$13,202.85
52-24	\$2,660.00
50-25	\$4,412.50
51-25	\$280.00
52-25	\$2,575.94
50-26	\$1,030.00
48-27	\$5,904.27
49-27	\$15,254.22
50-27	\$760.00
51-27	\$1,152.20
52-27	\$5,360.00

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, to adopt resolution:

County Ditch & 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.

County Ditch 30	\$1648.00
County Ditch 34	\$525.89

BE IT FUTHER 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	\$335.00
County Ditch 5	\$440.00
County Ditch 20	\$142.50
County Ditch 23	\$965.00
County Ditch 28	\$185.00
County Ditch 37	\$7,980.00
County Ditch 42	\$425.00

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried 5-0, to suspend the hiring process until the new commissioner is on board in January. As part of the motion Commissioner Marcotte referred the issue to the personnel committee to possibly re-advertise and review the job description. It was also clarified that none of the three

**RESOLUTION
20161220-097
DITCH & CO
DEVELOPMENT
TRANSFER TO
R&B**

**COUNTY
ADMINISTRATOR
DISCUSSION**

candidates are eliminated. This process will allow the new commissioner to get up to speed.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, to reserve funds as requested by County Attorney, Jim Ratz and Sheriff, Scott Turner.

Mark Jacobs, Land Commissioner, discussed with the board the Habitat Conservation Plan / MOU with Carlton County. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, to approve the MOU and HSP proposal from West Inc.

The Board discussed the following: Headwaters Board, ARDC, East Central Regional Library Board, AMC Conference, CARE, HRA, Extension, Facilities, Toward Zero Death, AIS.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to authorize the Interim County Administrator to approve necessary business including liquor licenses.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 12:23 p.m. until Tuesday, January 3, 2017 at 9:00 a.m.

TRANSFER OF RESERVE FUNDS

HABITAT CONSERVATION PLAN / MOU

BOARD DISCUSSION

YEAR END BUSINESS

ADJOURN

J. Mark Wedel, Board Chair
Aitkin County Board of Commissioners

Patrick Wussow, Interim County Administrator