

The Aitkin County Board of Commissioners met this 24th day of January, 2017 at 9:01 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Bill Pratt, Anne Marcotte, Interim County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Motion by Commissioner Pratt, seconded by Commissioner Niemi and carried, all members voting yes to approve the January 24, 2017 amended agenda. Consent agenda item 2G – Adopt Resolution: Final Contract Payment – Contract No. 20153 was moved to the regular agenda as Item 5C.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
January 24, 2017**

**I. Attendance**

The Aitkin County Board of Commissioners met this 24th day of January, 2017, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Anne Marcotte, Don Niemi, Bill Pratt, and Laurie Westerlund, and others present included: Interim County Administrator Patrick Wussow; Interim H&HS Director, Liz DeRuyck; H&HS Staff; Kathy Ryan, Fiscal Supervisor; Jessi Goble, Financial Services Supervisor; Jessi Schultz & Kim Larson, Social Service Supervisors; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Roberta Elvecrog, H&HS Advisory Committee Member; Bob Harwarth, Georgia Johnson, and Mike Hagen, Citizens.

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

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda.

**III. Review December 20, 2016 Health & Human Service Board Minutes**

Motion by Commissioner Marcotte, seconded by Commissioner Pratt, and carried; the vote was to approve the Minutes of the December 20, 2016 Health & Human Services Board Meeting.

**IV. Review Bills**

Motion by Commissioner Westerlund, seconded by Commissioner Pratt, and carried; the vote was to approve the Bills.

**V. General/Miscellaneous Information**

**A. Recommendation for the HHS Director position.** Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried the vote was to appoint Cynthia M. Bennett as the Health and Human Services Director, effective February 27, 2017, per Minnesota Statute 402.05.

**B. Annual Statistical Information for Health & Human Services** were reviewed with the Board.

**VI. Contracts/Agreements**

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

- A. Purchase of Service Agreements between Aitkin County Health & Human Services and:**
  - 1. Phil Tange, LICSW for the period February 1, 2017 through December 31, 2017, to purchase mental health services from multi-disciplinary service contractor.**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Purchase of Service Agreements between Aitkin County Health & Human Services and Phil Tange, LICSW for the period February 1, 2017 through December 31, 2017, to purchase mental health services from multi-disciplinary service contractor.

**VII. Resolutions**

- A. Resolution for Imprest Cash Health & Human Services Office**

Motion for a resolution by Commissioner Marcotte seconded by Commissioner Pratt and carried, all members voting yes to adopt the following resolution - Imprest Cash Health & Human Services Office:

**BE IT RESOLVED**, that the Aitkin County Health & Human Services Office Imprest cash fund be set at \$150.00 according to MS 375.162.

**VIII. Administrative Reports:**

- A. Financial Reports** - Kathleen Ryan included the final 2016 report noting there are still a few payments yet to be processed. Foster Care spent \$757,000 over the \$687,000 budgeted. Transportation fluctuates based on the gas prices at the time.

**IX. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Pratt Committee Members attending today: Roberta Elvecrog  
Draft Copy of the January 4th meeting minutes included in packet.
- B. AEOA Committee Update** – Commissioner Westerlund will next month.
- C. NEMOJT Committee Update** – Commissioner Niemi noted there was no meeting.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund noted there was no meeting.
- E. Lakes & Pines Update** – Commissioner Niemi reported they reviewed their audit. He noted there were less people who have applied for fuel assistance and that L&P will be going to Center Based for HeadStart. Erin Melz noted that Cassie Conn, Resource Specialist, will still be doing home visiting.

Next Meeting – February 28, 2017

Break: 10:01 a.m. to 10:17 a.m.

**BREAK**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 10, 2017 to January 23, 2017; B) Approve County Board Minutes: January 10, 2017; C) Approve Commissioner Warrants: General Fund \$340,190.91, Road & Bridge \$203,973.18, Health & Human Services \$37,067.10, State \$465.00, Trust \$56,574.67,

**REGULAR BOARD RECONVENES**

**CONSENT AGENDA**

Forest Development \$7,984.00, Long Lake Conservation Center \$25,485.34, Parks \$4,821.00 for a total of \$676,561.80; D) Approve December Manual Warrants: General Fund \$233,658.40, Road & Bridge \$5,779.98, Health & Human Services \$2,064.55, State \$61,292.15, Taxes & Penalties \$1,339.56, Long Lake Conservation Center \$2,109.20, Parks \$471.61 for a total of \$306,715.45; E) Approve Auditor Warrants - December Sales & Use Tax: General Fund \$387.31, Road & Bridge \$2,355.82, State \$15,314.50, Trust \$43.42, Forest Development \$-0.46, Long Lake Conservation Center \$118.80, Parks \$8.36 for a total of \$18,227.75; F) Approve Auditor Warrants - Highway Department Contract Payment: Road & Bridge \$118,619.91; H) Approve Equipment Purchase - Highway Department; I) Adopt Pay Equity Report; J) Authorize Board Chair Signature on Letter of Authorization for Central Planes Aviation; K) Approve Fund Balance and Reserves/Capital Improvement Policy

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Highway Department budgeted purchase of Ford F-450 from Aitkin Motor Company for \$37,445 and to authorize sale of Unit #455, a 2008 Ford F-350 flatbed pickup truck after the new vehicle is placed in service.

Terry Neff, Environmental Services Director reviewed proposed changes to the Zoning & Shoreland Ordinance as recommended by the Ordinance Committee and Planning Commission. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the proposed Zoning and Shoreland Ordinance amendments, along with the 5.21 and 6.01 clarifications.

A motion was made by Commissioner Westerlund, and seconded by Commissioner Pratt, to authorize staff to make a conditional job offer to Ms. Jessica Seibert for the County Administrator position, and to authorize Interim Administrator Patrick Wussow to determine the starting salary offer, as recommended by the Personnel Committee. After Board discussion, Commissioner Westerlund asked the Board Chair to call the vote. Board Chair Wedel called for a roll call vote to suspend the discussion and proceed to the primary motion. The vote carried to suspend the discussion (4-1 Niemi opposed). Board Chair Wedel then called for a roll call vote for the primary motion. Motion carried (4-1 Niemi opposed). A conditional job offer will be sent to Ms. Jessica Seibert. Upon conditions being satisfactorily met, a final recommendation will be brought to the Board.

Patrick Wussow, Interim County Administrator discussed annual goal setting objectives for legislature and for Aitkin County with the Board.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0-1 Pratt abstained), to adopt resolution – Final Contract Payment - Contract No. 20153:

**WHEREAS**, Contract No. 20153 has in all been completed, and the County Board being fully advised in the premises.

**NOW THEN BE IT RESOLVED**, that the Aitkin County Board of Commissioners does hereby accept said completed contract for and on behalf of the County of Aitkin and

**EQUIPMENT PURCHASE - HIGHWAY DEPARTMENT**

**ZONING & SHORELAND ORDINANCE AMENDMENTS**

**COUNTY ADMINISTRATOR SELECTION**

**ANNUAL GOAL SETTING**

**RESOLUTION 20170124-009 FINAL CONTRACT PAYMENT - CONTRACT NO.**

# AITKIN COUNTY BOARD

January 24, 2017

authorize final payment to Gladen Construction in the amount of \$18,334.07.

The Board discussed the following: Snake River Watershed, ACCC, DAC, P&Z, AMC, Arrowhead Counties, MHB, ARDC, State General Tax, Big Sandy Lake, AIS, Natural Resources, JCNRB, ACAT, Aitkin Airport, and Water Planning Task Force.

Commissioner Anne Marcotte left at 12:25 p.m.

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-0 Marcotte absent) to adjourn the meeting at 12:36 p.m. until Tuesday, February 14, 2017 at 9:00 a.m.

20153

**BOARD  
DISCUSSION**

**MARCOTTE LEFT**

**ADJOURN**

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

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Patrick Wussow, Interim County Administrator