



**AITKIN COUNTY BOARD OF COMMISSIONERS**

February 28, 2023	9:00 a.m.	Government Center Board Room
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Regular Session Minutes

**1.A CALL TO ORDER**

Chair Wedel called the meeting to order at 9:00 a.m.

Attendee Name	Title	Status
J. Mark Wedel	District #1	Present
Laurie Westerlund	District #2	Present
Travis Leiviska	District #3	Present
Bret Sample	District #4	Present
Michael Kearney	District #5	Present
Jessica Seibert	County Administrator	Present
Brittany Searle	Administrative Assistant	Present

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda, as amended.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Travis Leiviska
<b>SECONDER:</b>	Commissioner Laurie Westerlund Remove item 5A

**1.D No Citizens Public Comment**

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska

**A) Correspondence File-**

February 14, 2023 - February 27, 2023

**B) Approve County Board Minutes-**

February 14, 2023

**C) Approve Electronic Funds Transfers**

<b>Total</b>	\$900,364.67
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**D) Approve Commissioner's Vouchers**

	General	RB	HHS	State	Total
	\$90,618.52	\$82,857.37	\$23,127.04	\$195.00	
	\$9,878.50	\$17,338.34	\$7,473.45	\$14,385.94	
					\$245,874.16

**E) Approve Auditor Vouchers-**

Auditor Warrants Paid 02.10.2023

	Reserves	RB	Forest	Township	Total
	\$37,440.00	\$11,971.18	\$10,350.00	\$99.84	
					\$59,861.02

**F) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 02.08.2023

	General	Total
	\$1,500.00	
		\$1,500.00

**G) Approve Manual Warrants/Voids/Corrections-**

MTG Reg and Deed Tax - January 2023

General	\$0.07	State	\$40,563.38					
							<b>Total</b>	\$40,563.45

**H) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 02.14.2023

General	\$208.34							
							<b>Total</b>	\$208.34

**I) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 02.15.2023

General	\$15.15							
							<b>Total</b>	\$15.15

**J) Approve Manual Warrants/Voids/Corrections-**

FSA Claims 02.17.2023

General	\$1,190.10							
							<b>Total</b>	\$1,190.10

**K) Approve Auditor Vouchers-**

Auditor Warrants Paid 02.24.2023

General	\$23,654.25	RB	\$452,509.14					
							<b>Total</b>	\$476,163.39

**L) Approve-**

CAPS Bank Account

**M) Adopt Resolution-**

2022 Annual Apportionment of Forfeited Tax Sales

*Resolution # 20230228-019*

**N) Adopt Resolution-**

SR Donation - City of Hill City

*Resolution # 20230228-020*

**Regular Agenda**

**Jennifer Erdmann, CCAP - Lakes & Pines Emergency Services Program Manager**

**Motion to:**

Adopt Resolution - Family Homeless Prevention Assistance Program RFP

<b>RESULT:</b>	<b>APPROVED (5 TO 0)</b>
<b>MOVER:</b>	Commissioner Laurie Westerlund
<b>SECONDER:</b>	Commissioner Travis Leiviska
<b>Resolution #</b>	20230228-021

**Travis Leiviska - District 3 County Commissioner**

**Informational Only**

Discussion Only - 2nd Amendment Resolution

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

**Jessica Seibert - County Administrator**

**Informational Only**

2022 Year End Budget Review

<b>RESULT:</b>	<b>INFORMATIONAL ONLY</b>
<b>MOVER:</b>	
<b>SECONDER:</b>	

**Administrator Updates**

Monthly MACA Call, AMC Legislative Conference, FEMA, Congressionally Directed Spending,

**Committee Updates**

AEOA, AMC Legislative Conference, MRC, Snake River Watershed, HHS Advisory, AIS, TZD, Economic Development Authority

**Motion to Adjourn**

Motion made at 12:04 p.m.

**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Laurie Westerlund  
**Next Meeting:** Tuesday, March 14, 2023

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

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Jessica Seibert  
County Administrator

By Commissioner: Westerlund

20230228-019

**Apportionment of 2022 Tax-Forfeited Funds**

**WHEREAS**, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, the County Board set aside thirty (30) percent of the remaining receipts to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of county parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

Commissioner Leiviska 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 28<sup>th</sup> day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>h</sup> day of February 2023

*Jessica Seibert*

Jessica Seibert – County Administrator



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

ADOPTED February 28, 2023

By Commissioner: Westerlund

**20230228-021**

**RESOLUTION AUTHORIZING ADMINISTRATION OF  
MINNESOTA HOUSING FINANCE AGENCY'S  
FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

October 1, 2023 – September 30, 2025

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Aitkin.

Commissioner Leiviska 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 28<sup>th</sup> day of February 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 28<sup>h</sup> day of February 2023

*Jessica Seibert*

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Jessica Seibert  
County Administrator