



AITKIN COUNTY BOARD OF COMMISSIONERS

April 25, 2023

9:00 a.m.

Government Center Board Room

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

1.B PLEDGE OF ALLEGIANCE

1.C APPROVAL OF AGENDA

Motion to: Approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Bret Sample
SECONDER:	Commissioner Laurie Westerlund

1.D HEALTH & HUMAN SERVICES (See separate minutes)

1.E Citizens Public Comment by:

Galen Tveit discussed the MN flag, water issues, and agriculture.

2 CONSENT AGENDA

Motion to: Approve the Consent Agenda.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Travis Leiviska

A) Correspondence File-

April 12, 2023 - April 24, 2023

B) Approve County Board Minutes-

April 11, 2023

C) Approve Electronic Funds Transfers

Total	\$1,141,513.46
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D) Approve Commissioner's Vouchers

	General	HHS	Forest Dev	CRF	Total
	\$237,669.83	\$61,536.56	\$6,426.91	\$19,513.13	
Reserves	\$61,538.78	\$195.00	\$5,825.35		
R&B	\$101,421.64	\$7,447.97	\$19,458.70		\$521,033.87

E) Approve Manual Warrants/Voids/Corrections-

March Deed Tax & Mtg Reg

	General	State	Total
	(\$0.02)		
	\$44,605.38		\$44,605.36

F) Approve Manual Warrants/Voids/Corrections-

Camping Refunds Paid 4-7-23

	Parks	Total
	\$15.00	\$15.00

G) Approve Manual Warrants/Voids/Corrections-

WEX Payments

General	\$299.14								
								Total	\$299.14

**H) Approve Auditor Vouchers-
Auditor Warrants**

General	\$317.33								
Parks	\$68.50								
								Total	\$385.83

**I) Approve Auditor Vouchers-
Sales/Use & Diesel Tax March 2023**

General	\$189.65	LLCC	\$84.34						
R&B	\$1,987.58	Parks	\$62.72						
								Total	\$2,324.29

**J) Approve Manual Warrants/Voids/Corrections-
WEX 4-14-23**

General	\$118.87								
								Total	\$118.87

**K) Approve Manual Warrants/Voids/Corrections-
Returned Check 4-17-23**

Taxes	\$470.00								
								Total	\$470.00

**L) Approve Manual Warrants/Voids/Corrections-
WEX 4-18-23**

General	\$147.00								
								Total	\$147.00

- M) Approve-**
Affidavit for Duplicate of Lost Warrant - MCCU
- N) Approve-**
Purchase of Ford Pickup
- O) Approve-**
Fence Replacement Proposal - Oberg Fence
- P) Adopt Resolution-**
SR Donation - Nordland Township

Regular Agenda

- 3A Dennis Thompson – Land Commissioner
Public Hearing
Land Classification

RESULT:	PUBLIC HEARING
MOVER:	
SECONDER:	
Hearing opened at 10:10 am, closed at 10:13 am, with no comments received.	

- 3B Dennis Thompson – Land Commissioner
Motion to:
Adopt Resolution - Classification of Tax-Forfeited Land

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Laurie Westerlund
SECONDER:	Commissioner Bret Sample
Date amended on resolution to April 25, 2023	

- 3C Dennis Thompson – Land Commissioner
Motion to:
Adopt Resolution - Cooperative Agreement with State of MN

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Travis Leiviska
SECONDER:	Commissioner Bret Sample

- 3D Dennis Thompson – Land Commissioner
Informational Only
Summary of 2022 Apportionment

RESULT:	INFORMATIONAL ONLY
MOVER:	
SECONDER:	

4A Andrew Carlstrom – Environmental Services Director

Informational Only

Public Health Nuisance Presentation & Discussion

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

5A Dan Guida – County Sheriff

Informational Only

Sentence to Serve Joint Powers Agreement - Discussion Only

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

6A Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Revitalization Grant Funding

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

6B Mark Jeffers – Economic Development Coordinator

Motion to:

Approve Business Development and Recreation Grant Funding

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Michael Kearney
SECONDER: Commissioner Laurie Westerlund

6C Mark Jeffers – Economic Development Coordinator

Informational Only

Economic Development Quarter 1 Impact Report - Discussion Only

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

7A Janet Smude - Aitkin County Soil & Water Conservation District

Motion to:

Adopt Resolution Snake River 1W1P Comprehensive Plan

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Michael Kearney

8A John Welle – County Engineer

Motion to:

Adopt Resolution - Award Contract 20233

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Laurie Westerlund
SECONDER: Commissioner Travis Leiviska

8B John Welle – County Engineer

Motion to:

Adopt Resolution - MnDOT Detour Agreement No. 1050397

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska

9A Jessica Seibert – County Administrator

Informational Only

First Quarter Financial Review - Discussion Only

RESULT: INFORMATIONAL ONLY

MOVER:
SECONDER:

9B Jessica Seibert – County Administrator

Informational Only

Review 2024 Budget Preparation Documents

RESULT: INFORMATIONAL ONLY
MOVER:
SECONDER:

9C Jessica Seibert – County Administrator

Motion to:

Table for future consideration - Contribution to National Center for Public Lands Counties

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Travis Leiviska
SECONDER: Commissioner Laurie Westerlund

9D Jessica Seibert – County Administrator

Informational Only

Administrator Updates

Commissioner meetings with Bill Brendel, House tax bill updates, Public thank you to staff, Administrative Assistant position posted, Facilities Committee meeting, AMC Legislative update, ACAT meeting scheduled for May 25, 2023 - quorum may be present

Committee Reports

Community Health Board, Planning Commission, MN Rural Counties, Facilities Committee, Mille Lacs Watershed Lunch and Learn, ARDC, AEOA, NE MN ATP, Budget Committee, Economic Development

Motion to Adjourn

Motion made at 12:45 p.m.

MOVER: Commissioner Bret Sample
SECONDER: Commissioner Travis Leiviska
Next Meeting: Tuesday, May 9, 2023



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



Jessica Seibert
County Administrator



AITKIN COUNTY HEALTH & HUMAN SERVICES

204 First Street NW
Aitkin, MN 56431

Phone: 800-328-3744/218-927-7200
Fax: 218-927-7210

AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD April 25, 2023

Attendance

The Aitkin County Board of Commissioners met this 25th day of April 2023, at 9:00 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair, Commissioner J. Mark Wedel, Commissioners Laurie Westerlund, Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble & Erin Melz, ACHHS Advisory Committee members Patrick Blunt and Jon Moen, Jeanne Schram Aitkin Age, and other public guests. Joining via WebEx: Mark Jeffers, AC Economic Development.

Approved Agenda

Motion by Commissioner Kearny, seconded by Commissioner Leiviska and carried, all members present voting yes to approve the April 25, 2023 Health & Human Services agenda.

Approved Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Sample and carried, all members present voting yes to approve March 28, 2023 Health & Human Services minutes.

Approved Bills

Motion by Commissioner Leiviska, seconded by Commissioner Westerlund and carried, all members present voting yes to approve the bills.

Director Updates

Sarah Pratt, H&HS Director updated the board on the following:

- Re-instatement of Healthcare renewals
 - New federal requirement to offer phone renewals
 - Aitkin County will receive \$115,000 in funding sometime during the first couple weeks of July.
 - There is no deadline to spend the funds.
 - Must keep track of expenditures and maintain supporting documentation.
 - Funds can be spent on OT pay, hiring and training staff, technology, etc.
 - Currently we are evaluating our long and short-term needs based on the changes.

- Long Term Services & Support (LTSS) Business Process Review
 - In 2022, Public Consulting Group conducted LTSS business process reviews of at least 15 lead agencies on behalf of DHS.
 - Aitkin County volunteered to participate in efforts to provide DHS a rural, small community perspective.
 - It was a collaborative effort between our Financial Services department and our Home & Community Based Adult Services team to review our processes on how someone accesses long term services and supports in our county.
 - Notable strengths: team approach, longevity of staff, flow of communication between units, and internal standard operating procedures.
 - Areas to consider for improvement: assuring technology is appropriately meeting needs and review current software, systems, and storage means to ensure they are effective and efficient.
- MnCHOICES revision
 - DHS is planning to adjust the MnCHOICES partner-advised rolling launch and add a beta phase.
 - There will be four phases:
 - Beta Phase: May 1 – June 20, 2023
 - Phase 1: Guidance & Training through September 2023, 10% of users in production of new system
 - Phase 2: Ongoing Training, 30% of users in production of new system
 - Phase 3: Ongoing training, 100% of users in production of new system.
 - Phase 4: final transition period, the old system will be deactivated May 31, 2024.
- HHS will be celebrating Employee Appreciation Day tomorrow. We will be having a baseball themed celebration and lunch will be provided to the staff along with some giveaways.
- Legislative Updates: Attending MACSSA meeting this week. With May being the end of the first legislative session, I will be able to provide updates on where things are at during the May Board meeting.

1st Quarter 2023 Fiscal Report

Carli Goble, H&HS Accounting/OSS Supervisor presented to the board the 1st Quarter 2023 Fiscal Report which included:

- Revenues by Department
- Revenues by Category
- Expenditures by Department
- Expenditures by Category
- Fund Balance
- Budget Summary

Committee Updates

The Board discussed the H&HS Advisory Committee, Tri-County CHS, AEOA, and CARE Board.

Adjourn

The meeting was adjourned at 9:40 a.m.

Next Meeting – May 23, 2023

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

ADOPTED April 25, 2023

By Commissioner: Westerlund

20230425-036

Award Contract 20233

WHEREAS, Contract No. 20233 is for construction of S.A.P 001-631-003, S.A.P. 001-640-003. S.A.P. 001-030-008, and C.P. 001-062-004, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, April 10, 2023 with a total of four bids received, and

WHEREAS, Hawkinson Construction Company Inc., Grand Rapids, MN was the lowest responsible bidder in the amount of \$2,265,059.97.

THEREFORE, BE IT RESOLVED, that Hawkinson Construction Company Inc. is awarded Contract No. 20233.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Administrator are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

Commissioner Westerlund 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 25th day of April 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of April 2023



Jessica Seibert
County Administrator

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

ADOPTED April 25, 2023

By Commissioner: Westerlund

20230425-037

Classification of Aitkin County Tax Forfeited Parcels

WHEREAS, a public meeting was held on April 25, 2023 at 10:00 am at the regular county board meeting and that prior to meeting for the purpose of classifying or reclassifying tax-forfeited lands, the county board gave notice of its intent to meet for that purpose in postings, on the web site, and in the local newspaper, in addition to sending letters to any township, city, and school district in which the properties were located, and

WHEREAS, at the meeting, no objections were raised on any of the attached parcels.

THEREFORE, BE IT RESOLVED, that the Aitkin County tax forfeited parcels be classified as per below.

#	PID	Name	Legal	Sec	Twp	Rg	Classification Recommendation
1	01-1-152500	Baty	Riverside Point 2nd Addition Plat 12 Lot 64	25	136	25	Non-Conservation
2	01-1-152600	Baty	Riverside Point 2nd Addition Plat 12 Lot 65	25	136	25	Non-Conservation
3	01-1-152700	Baty	Riverside Point 2nd Addition Plat 12 Lot 66	25	136	25	Non-Conservation
4	01-1-152800	Baty	Riverside Point 2nd Addition Plat 12 Lot 67	25	136	25	Non-Conservation
5	07-0-005401	Aitkin County	PT W 200 Ft of SW SW as in Doc 350908	3	46	27	Conservation
6	13-1-061400	Aitkin County	Redtop Lot 4 Block 2	29	43	24	Non-Conservation
7	13-1-061500	Aitkin County	Redtop Lot 5 Block 2	29	43	24	Non-Conservation
8	13-1-061600	Aitkin County	Redtop Lot 6 Block 2	29	43	24	Non-Conservation
9	13-1-061700	Aitkin County	Redtop Lot 7 Block 2	29	43	24	Non-Conservation
10	13-1-061800	Aitkin County	Redtop Lot 8 Block 2	29	43	24	Non-Conservation
11	13-1-061900	Aitkin County	Redtop Lot 9 Block 2	29	43	24	Non-Conservation
12	13-1-062000	Aitkin County	Redtop Lot 10 Block 2	29	43	24	Non-Conservation
13	13-1-062100	Aitkin County	Redtop Lot 11 Block 2	29	43	24	Non-Conservation
14	13-1-062200	Aitkin County	Redtop Lot 12 Block 2	29	43	24	Non-Conservation
15	22-0-043803	LaFontaine	262 Ft X 419 Ft in SE Corner of SE NW	28	48	23	Non-Conservation
16	29-1-487900	Wormley	Traders Post 2nd Addition Plat 44 Lot 6	3	49	23	Non-Conservation
17	53-1-036000	Aitkin County	Norma Addition to Hidden Lake Lot 23	4	50	27	Non-Conservation

Commissioner Westerlund 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 }

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Witness my hand and seal this 25th day of April 2023



Jessica Seibert
County Administrator

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

ADOPTED April 25, 2023

By Commissioner: Sample

20230425-038

MnDOT Detour Agreement No. 1050397

BE IT RESOLVED, that Aitkin County enter into MnDOT Agreement No. 1050397 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of Trunk Highway No. 210 and Trunk Highway No. 169 traffic on County State Aid Highway No. 3, County State Aid Highway No. 4, County State Aid Highway No. 5, and County State Aid Highway No. 12 during the construction; and as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 210 from the Ripple River to the North Junction of Trunk Highway No. 169 and adjacent to Trunk Highway No. 169 from the North Junction of Trunk Highway No. 210 to the Mississippi River under State Project No. 0119-30 (T.H 210=002).

BE IT FURTHER RESOLVED, that the Aitkin County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

Commissioner Sample 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 25th day of April 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of April 2023



Jessica Seibert
County Administrator

By Commissioner: Sample

20230425-039

Resolution to Adopt the Snake River Comprehensive Watershed Management Plan

WHEREAS, Aitkin County has been notified by the Minnesota Board of Water and Soil Resources that the Snake River Comprehensive Watershed Management Plan has been approved (1/25/2023) according to Minnesota Statutes §103B.101, Subdivision 14 and Board Resolution #18-14:

NOW THEREFORE, BE IT RESOLVED that Aitkin County hereby adopts the approved Snake River Comprehensive Watershed Management Plan for the area of the County identified within the Plan. The Snake River Comprehensive Watershed Management Plan replaces the Aitkin County Comprehensive Water Management Plan for planning and implementation purposes for the area of the County identified within the Plan.

Commissioner Sample 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 25th day of April 2023, and that the same is a true and correct copy of the whole thereof.

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Jessica Seibert
County Administrator

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

ADOPTED April 25, 2023

By Commissioner: Westerlund

20230425-040

Accept Donation

WHEREAS, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

Nordland Township \$1,600.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

Nordland Township Aitkin County Search and Rescue

WHEREAS, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

NOW THEREFORE BE IT RESOLVED, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Commissioner Westerlund 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 25th day of April 2023, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 25th day of April 2023



Jessica Seibert
County Administrator

By Commissioner: Leiviska

20230425-041

Cooperative Agreement with State of Minnesota

WHEREAS, the Aitkin County Board of Commissioners supports the Mississippi River carry-in public water access project.

WHEREAS, the project is a high priority project for MN DNR under the public water access program and MN DNR will provide \$15,000 in funding for the project.

THEREFORE, BE IT RESOLVED, that Aitkin County agrees to accept the funding and may enter into a Cooperative Agreement with the State of Minnesota, and

BE IT FURTHER RESOLVED, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

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}

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Jessica Seibert
County Administrator