



**AITKIN COUNTY BOARD OF COMMISSIONERS**

October 24, 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 9:01 a.m.

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

**1.B PLEDGE OF ALLEGIANCE**

**1.C APPROVAL OF AGENDA**

Motion to: Approve the agenda.

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Bret Sample     |
| <b>SECONDER:</b> | Commissioner Travis Leiviska |

**1.D Health & Human Services (see separate HHS Agenda)**

**1.E Citizens Public Comment by:**

The Board recognized County Auditor Kirk Peysar for 35 years of service.

**2 CONSENT AGENDA**

Motion to: Approve the Consent Agenda.

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Bret Sample     |
| <b>SECONDER:</b> | Commissioner Michael Kearney |

**A) Correspondence File-**

October 11, 2023 - October 24, 2023

**B) Approve County Board Minutes-**

October 10, 2023

**C) Approve Electronic Funds Transfers**

|              |                       |
|--------------|-----------------------|
| <b>Total</b> | <b>\$1,220,768.48</b> |
|--------------|-----------------------|

**D) Approve Auditor Vouchers-**

Sales/Use & Diesel Tax, September 2023

|         |          |      |         |       |        |              |                   |
|---------|----------|------|---------|-------|--------|--------------|-------------------|
| General | \$216.18 | LLCC | \$56.39 | Trust | \$4.44 | Parks        | \$354.53          |
| R&B     | \$649.93 |      |         |       |        | <b>Total</b> | <b>\$1,281.47</b> |

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

ELAN 9-28-2023

|         |            |       |          |      |          |              |                   |
|---------|------------|-------|----------|------|----------|--------------|-------------------|
| General | \$4,853.35 | Trust | \$162.84 | LLCC | \$270.00 | Opioid       | \$16.03           |
| HHS     | \$1,794.10 |       |          |      |          | <b>Total</b> | <b>\$7,096.32</b> |

**F) Approve Commissioner's Vouchers**

Commissioner Warrants 10-13-2023

|         |              |          |             |        |             |              |                     |
|---------|--------------|----------|-------------|--------|-------------|--------------|---------------------|
| General | \$276,974.82 | Reserves | \$52,060.00 | R&B    | \$59,456.88 | HHS          | \$30,224.43         |
| LLCC    | \$13,562.66  | Parks    | \$21,853.77 | COVID  | \$48,045.80 | Opioid       | \$393.59            |
| State   | \$7,323.50   | Trust    | \$6,736.44  | Forest | \$2,792.06  | <b>Total</b> | <b>\$519,423.95</b> |

**G) Approve Auditor Vouchers-**  
R&B 10-13-2023

|     |             |  |  |  |  |              |             |
|-----|-------------|--|--|--|--|--------------|-------------|
| R&B | \$57,345.00 |  |  |  |  | <b>Total</b> | \$57,345.00 |
|-----|-------------|--|--|--|--|--------------|-------------|

**H) Adopt Resolution-**

Donation - Aitkin County Jail - CRMC

**I) Approve Manual Warrants/Voids/Corrections-**  
R&B Fee

|     |         |  |  |  |  |              |         |
|-----|---------|--|--|--|--|--------------|---------|
| R&B | \$25.00 |  |  |  |  | <b>Total</b> | \$25.00 |
|-----|---------|--|--|--|--|--------------|---------|

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

Manual Warrants 10-12-2023

|         |            |       |              |       |          |              |              |
|---------|------------|-------|--------------|-------|----------|--------------|--------------|
| General | \$1,568.39 | State | \$101,369.85 | Taxes | \$505.00 | LLCC         | \$169.45     |
| Parks   | \$45.00    |       |              |       |          | <b>Total</b> | \$103,657.69 |

**K) Approve-**

Century Link Utility Easement

**L) Approve-**

Equipment Purchase - Pickup Truck Chassis w/flatbed

## Regular Agenda

3A Bobbie Danielson – Human Resources Director

**Motion to:**

Approve 2024-2026 LELS Supervisory Agreement

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Michael Kearney |
| <b>SECONDER:</b> | Commissioner Bret Sample     |

4A Janet Smude - District Manager Aitkin County SWCD

**Motion to:**

Adopt Resolution - Mississippi River Brainerd 1W1P

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Travis Leiviska |
| <b>SECONDER:</b> | Commissioner Bret Sample     |

5A Dennis Thompson – Land Commissioner

**Motion to:**

Approve Private Sale of Tax Forfeited Land to Phillip Gerber

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Michael Kearney |
| <b>SECONDER:</b> | Commissioner Bret Sample     |

5B Dennis Thompson – Land Commissioner

**Motion to:**

Approve Private Sale of Tax Forfeited Land to Charles & Mary Ann Wark

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Bret Sample     |
| <b>SECONDER:</b> | Commissioner Travis Leiviska |

6A Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Senior Developer Agreement INH

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Travis Leiviska |
| <b>SECONDER:</b> | Commissioner Michael Kearney |

6B Mark Jeffers – Economic Development Coordinator

**Motion to:**

Approve Workforce Developer Agreement INH

|                  |                              |
|------------------|------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (4 TO 0)</b>     |
| <b>MOVER:</b>    | Commissioner Michael Kearney |
| <b>SECONDER:</b> | Commissioner Bret Sample     |

7A John Welle – County Engineer

**Motion to:**

Adopt Resolution - Sponsorship Resolution Shamrock Township LRIP Project

**RESULT:** APPROVED (4 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska

7B John Welle – County Engineer

**Informational Only**

2023 Highway Contract Summary - Discussion Only

**RESULT:** INFORMATIONAL ONLY  
**MOVER:**  
**SECONDER:**

7C John Welle – County Engineer

**Motion to:**

Approve 2024 Highway Contract Schedule

**RESULT:** APPROVED (4 TO 0)  
**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska

8A Jessica Seibert – County Administrator

**Informational Only**

3rd Quarter Budget Review

**RESULT:** INFORMATIONAL ONLY  
**MOVER:**  
**SECONDER:**

8B Jessica Seibert – County Administrator

**Informational Only**

Administrator Updates

GE workout meeting, Strategic planning dates, Department Heads meeting, Staff onboarding, Sandberg remembrance, MACA Regional call

8C Jessica Seibert – County Administrator

**Motion to:**

Approve Strategic planning workshop

**RESULT:** APPROVED (4 TO 0)  
**MOVER:** Commissioner Michael Kearney  
**SECONDER:** Commissioner Bret Sample  
November 6, 2023 12:00-3:00pm Government Center Training Room

9A Board of Commissioners

**Informational Only**

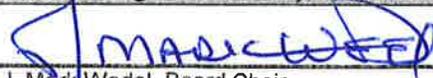
Committee Reports

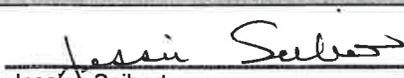
Arrowhead Economic Opportunity Agency, Arrowhead Counties Association, Aitkin County Association of Township, Snake River 1W1P, Arrowhead Regional Development Commission, Mississippi Brainerd 1W1P, Towards Zero Deaths, Aitkin Economic Development Administration

**Motion to Adjourn**

Motion made at 11:39 a.m.

**MOVER:** Commissioner Bret Sample  
**SECONDER:** Commissioner Travis Leiviska  
**Next Meeting:** Tuesday, November 14, 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 October 24, 2023 H&HS Board Minutes

#### Attendance

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of October 2023, at 9:01 a.m. as the Aitkin County Health & Human Services Board with the following members present: Board Chair, Commissioner J. Mark Wedel, Commissioners Travis Leiviska, Bret Sample and Michael Kearney. County Administrator Jessica Seibert, Administrative Assistant April Kellerman, Health & Human Services Director Sarah Pratt, and Administrative Assistant Paula Arimborgo. Others present included: H&HS Supervisors Carli Goble, Jessi Goble & Erin Melz; Hannah Colby H&HS Public Health, Lon Nicko City of Aitkin, ACHHS Advisory Committee member representative Lynette Maas, Jeanne Schram Aitkin Age, and other public guests. Joining via WebEx: Mark Jeffers, AC Economic Development.

#### 1.A Approval of the Agenda

Motion by Commissioner Kearney, seconded by Commissioner Sample and carried, all members present voting yes to approve the October 24, 2023 Health & Human Services agenda.

#### 1.B Approval of the September 26, 2023 Minutes

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried, all members present voting yes to approve September 26, 2023 Health & Human Services minutes.

#### 1.C Approval of Bills

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

#### 1.D Approval of 2024-2025 DHS Service Agreement

Motion by Commissioner Leiviska, seconded by Commissioner Sample and carried, all members present voting yes to approve the 2024-2025 DHS Service Agreement (County and Tribal Nation MFIP Biennial Service Agreement with DHS). This agreement allows Aitkin County to receive the consolidated funding needed to administer the family cash assistance programs.

#### 2.A Director Updates

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

- Healthcare renewals – approaching the midpoint for renewals which is also the heaviest months due to MNCare & MNSure open enrollments time & cost of living adjustments for Social Security.
  - An ever-changing process with new strategies monthly

- Processes have become more complex
- There has been an increase of walk-ins, phone calls and correspondence due to these changes
- Support for modernization of systems for healthcare is vital
- H&HS is losing a financial worker to DHS
- MNCHOICES Revision 2.0
  - DHS Guidelines
    - Phase 1 (7/1/23-9/30/23) 10% of users in system
    - Phase 2 (10/1/23-11/30/23) 30% of users in system
    - Phase 3 (12/1/23-2/29/24) 100% of users in system
  - Aitkin County Status
    - Phase 1 – All profiles entered into the 2.0 system, 7 staff plus 1 supervisor in 2.0
    - Phase 2 – All users (11 staff) will be in the system by 11/1/23, starting to accept COL and CDCS cases
    - Phase 3 – All users in 2.0 by 11/1/23 and all users completing 100% of cases in 2.0 by 1/1/24
  - Challenges
    - Multiple work arounds as not all aspects work accurately
    - DHS delays in responding to questions asked and support needed
  - Positives
    - Assessment is more efficient and flow is more natural
    - Support Plan is detailed and different but once learned, easy to use
- Public Health Flu & COVID Clinics
  - We have 24 locations to include 3 school districts
  - Clinics run October 10<sup>th</sup> – November 17<sup>th</sup>
  - Offering the Moderna COVID vaccination for ages 12+ (have ordered 300 doses so far)

### **3.A 3<sup>rd</sup> Quarter 2023 Fiscal Report**

Carli Goble, H&HS Fiscal Supervisor, presented to the board the 3<sup>rd</sup> Quarter 2023 Fiscal Report to include:

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

### **4.A City of Aitkin Demonstration Project Overview**

Hannah Colby, H&HS Public Health and Lon Nicko, City of Aitkin Interim Street Commissioner, presented to the board the City of Aitkin Demonstration Project Overview to include:

- About the Project
- Adjustments to Demonstration Project
- 37 Comments received

- Aitkin Transportation Study
- Pros of the Demonstration Project
- Cons of the Demonstration Project
- Next Steps – 2030 projected start date on draft concept by MNDOT

#### **5.A Committee Updates**

The Board discussed the CARE Board, Lakes & Pines, ARDC/AAAA, H&HS Advisory Committee and AEOA.

#### **Adjourn**

The meeting was adjourned at 9:56 a.m.

Next Meeting – November 28, 2023