

AITKIN COUNTY BOARD

December 20, 2011

The Aitkin County Board of Commissioners met this 20th day of December, 2011 at 10:27 a.m. with the following members present: Chairperson Laurie Westerlund, Commissioners J. Mark Wedel, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Wedel, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 20, 2011 amended agenda. Item 5E - Out of State Travel Request was added, Item 2B – December 13, 2011 County Board Minutes was pulled for discussion and changed to Item 5F, Items 6B 10 – Unorganized Road & Bridge Resolution and 6B 11 – County Ditch Resolution were added. It was also noted that Item 2H - Designating Reserve Fund Balance is not a resolution.

Motion by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: December 13, 2011 – December 19, 2011; C) Approve Commissioner Warrants: General Fund \$247,019.27, Road & Bridge \$34,896.88, Special Revenue \$629.79, Health & Human Services \$1,526.47, State \$833.75, Trust \$34,579.16, Forest Development \$7,377.19, Agency \$18,635.24, Long Lake Conservation Center \$4,896.94 for a total of \$350,394.69; D) Approve Auditor Warrants – November Sales & Use Tax: General Fund \$1,091.15, Road & Bridge \$1,489.96, Health & Human Services \$14.96, State \$6,850.50, Trust \$85.43, Forest Development (\$0.43), Long Lake Conservation Center \$78.01 for a total of \$9,609.58; E) Approve Resolution – Liquor Licenses; F) Approve Resolution – Form LG-230 Crosby Ironton Youth Hockey; G) Approve Resolution – Form LG-214 McGrath Fire Department Relief Assoc.; H) Approve Designating Reserve Fund Balance; I) Authorize County Administrator to Approve Year-End Matters; J) Approve MCAPS Ratification Statement

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Liquor Licenses:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2012 thru December 31, 2012:

“ON”, “OFF” and “SUNDAY” Sale:

Big Sandy Lodge & Resort, Inc., d/b/a **Big Sandy Lodge & Resort** – Shamrock Township
This establishment has an address of 20534 487th Street, McGregor, MN 55760

WB Hay Point Inc., 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 Lounge Inc., d/b/a **Eagle Point Lounge** – Shamrock Township
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA**

**RESOLUTION
122011-116
LIQUOR
LICENSES**

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

"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

"OFF" Sale

Minnewawa Partners LLC, d/b/a **Willey's Sports Shop & Spirits** – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Form LG-230 Crosby Ironton Aitkin Youth Hockey:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling - Form LG230 - of the Crosby Ironton Aitkin Youth Hockey Assoc., at the following location – at Denny's Lakeview Inn, 33592 300th Place, Aitkin, MN 56431– Glen Township. (Note: Date of activity for Raffle – February 4, 2012)

Under the consent agenda, motion for a resolution by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Form LG-214 McGrath Fire Department Relief Assoc.:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the McGrath Fire Department Relief Association, at McGrath Bar & Cafe – Williams Township. This establishment has an address of 14072 State Highway 65, McGrath, MN 56350

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve reserving budgeted funds for 2012 for Assessor's Office, IT Department, Sheriff's Office, Attorney Office, and Auditor's Office.

Under the consent agenda, motion by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve MCAPS Ratification Statement and approve the budgeted service agreement between Minnesota County Computer Cooperative and Docutech for the years 2012 through 2019.

**RESOLUTION
122011-117
FORM LG-230
CROSBY
IRONTON AITKIN
YOUTH HOCKEY**

**RESOLUTION
122011-118
FORM LG-214
MCGRATH FIRE
DEPT RELIEF
ASSOCIATION**

**DESIGNATING
RESERVE FUND
BALANCE**

**MCAPS
RATIFICATION
STATEMENT**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Revert County Road 52 to Haugen Township:

WHEREAS, Aitkin County has proposed that Aitkin County Road No. 52 be revoked and reverted to Haugen Township, and

WHEREAS, a public hearing was held on Monday, December 12, 2011 to receive input on the proposed reversion.

NOW, THEREFORE, BE IT RESOLVED, pursuant to the provisions of Minnesota Statute 163.11 Subdivision 5, that County Road 52 as hereinafter described is hereby revoked and reverted to Haugen Township.

County Road 52: Beginning at the intersection County Road 52 and County State-Aid Highway 32 at or near the northeast corner of Section 25, Township 49 North, Range 22 West, thence continuing in a southerly direction for approximately one mile to a point at or near the southeast corner of said Section 25, and there terminating.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve Final Plat of Kellar's Third Addition.

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to reappoint David Carlson from District 5 to a three-year term on the Extension Committee, beginning January 2012 and ending December 31, 2014.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to appoint Russell Peterson to At Large position on the Forest Advisory Committee for a three-year term, beginning January 2012 and ending December 31, 2014.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve agreement with RtVision to purchase electronic time off request software at a cost not to exceed RtVision's quote of \$6,090.00.

Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Director presented Personnel Committee recommendations to the Board.

John Welle, County Engineer discussed the concerns and need to fill a vacant full-time Engineering Technician III position and the need to hire a one-year temporary Engineering Technician III position. Motion by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to authorize filling both positions.

**RESOLUTION
122011-119
REVERT CTY RD
52 TO HAUGEN
TOWNSHIP**

**FINAL PLAT
KELLAR'S THIRD
ADDITION**

**COMMITTEE
APPOINTMENTS –
EXTENSION &
FOREST
ADVISORY**

**RtVISION
TIMECARD
ENHANCEMENTS**

**PERSONNEL
COMMITTEE**

**ENGINEERING
TECH POSITIONS
– ROAD & BRIDGE**

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – GASB 54:

WHEREAS, the Governmental Accounts Standards Board (“GASB”) has adopted Statement 54 (“GASB 54”), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010, and

**RESOLUTION
122011-120
GASB 54**

WHEREAS, Aitkin County (“the County”) elects to implement GASB 54 requirements, and to apply such requirements to its financial statements beginning with the current (December 31, 2011) fiscal year; and

NOW THEREFORE BE IT RESOLVED THAT, Aitkin County hereby adopts the following policy:

FUND BALANCE POLICY

Fund balance measures the net financial resources available to finance expenditure of future periods.

The County’s Unassigned General Fund Balance will be maintained to provide the County with sufficient working capital and a margin of safety to address local and regional emergencies, revenue shortfalls, and other unanticipated expenditures without borrowing.

The County shall strive to maintain a yearly unassigned fund balance in the general fund of 35-50 percent of the prior year’s general fund total operating expenditures. In the event that amounts unassigned fall above or below the desired range, the County Auditor shall report such amounts to the County Administrator and the County Board as soon as practical after the end of the fiscal year. Should the actual amount assigned fall below the desired range, the County Administrator shall create a plan to restore fund balance to an appropriate level and provide this to the County Board for action.

Fund Balance of the County may be committed or a specific source by formal action of the Aitkin County Board. Amendments or modifications of the committed fund balance must also be approved by formal action of the Aitkin County Board or may be imposed to year end but the amounts can be determined at a later date.

When it is appropriate for fund balance to be assigned, the Board delegates this authority to the County Auditor.

At fiscal year end, the County will report non-spendable fund balance in accordance with GASB #54 requirements (ie: inventories, prepaid items, or permanent funds).

Also at the end of each fiscal year the County will report as “restricted” amounts constrained for a specific purpose by external parties or legal requirements.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

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AND BE IT RESOLVED, that the Aitkin County Board assigns the following portions of its December 31, 2011, General Fund Balance as follows:

Great River Road	\$2,103,081
Public Safety Communication	\$3,774,110
2011 Road Projects	\$1,950,000
Cash Flow	residual balance

The Aitkin County Board assigns, special revenue funds, Unorganized Township Funds, Ditch Funds at existing balances.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte) to approve out-of-state travel request to Dallas in February, 2012 for Sue Tange, Social Services Supervisor. This training is funded entirely by Office on Violence Against Women (OVW).

OUT OF STATE TRAVEL REQUEST

Motion by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve the December 13, 2011 County Board minutes as amended.

DECEMBER 13, 2011 COUNTY BOARD MINUTES

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting yes to approve renewal of MN-DNR Registration and Titling ELS Agent Contract with Deputy Registrar of Motor Vehicle Offices - Aitkin County License Center.

MN-DNR ELS AGENT CONTRACT RENEWAL

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to approve resolution – 2011 Ditch Fund Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2011:

RESOLUTION 122011-121 2011 DITCH FUND BUDGETS

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$10		\$0
Co Ditch 5	7-353	\$1,140		\$0
Co Ditch 21	7-365	\$421		\$0
Co Ditch 24	7-351	\$23,358		\$400
Co Ditch 28	7-356	\$2,144		\$0
Co Ditch 30	7-352	\$23		\$0
Co Ditch 34	7-357	\$0		\$0
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$2,463		\$0
St Ditch 63	7-362	\$989		\$0
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$0
Diversion Channel	7-373	\$17		\$0
Co Ditch 23	7-354	\$443		\$0
Co Ditch 25	7-355	\$240		\$0

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Co Ditch 42	7-360	\$1,518	\$0
Co Ditch 58	7-361	\$130	\$0
Co Ditch 20	7-364	\$747	\$0
Co Ditch 43	7-366	\$76	\$0
Co Ditch 29	7-371	\$265	\$0

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2012 Unorganized Townships Budgets:

BE IT RESOLVED, that the following 2012 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$19,625		\$19,625
Unorganized Cemetery	\$1,740		\$1,740

**RESOLUTION
122011-122
2012
UNORGANIZED
TOWNSHIPS
BUDGETS**

Motion for a resolution by Commissioner Wedel, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2012 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 2012:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$292,000	\$155,564	\$447,564
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,381,000		\$1,381,000
Forest Resource	\$153,000	(\$27,291)	\$125,709
Reforestation	\$298,000	\$40,258	\$338,258
Memorial Forest	\$95,000	\$20,000	\$115,000
Forest Road	\$46,000	(\$2,050)	\$43,950
Gravel Pit	\$1,000	(\$1,000)	\$0
Missing Heirs	\$1,000		\$1,000
MCIT	\$25,000	\$40,000	\$65,000
Collaborative Grant	\$68,000	\$19,850	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$646,181	(\$890)	\$645,291

**RESOLUTION
122011-123
2012 NON-LEVY
BUDGETS**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2012 Levy:

WHEREAS, in September the Aitkin County Board of Commissioners set the preliminary Aitkin County tax levy at \$11,779,936 and has since reduced it by \$395,765.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners

**RESOLUTION
122011-124
2012 LEVY**

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hereby adopts the final property tax levy for taxes payable in 2012 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$4,331,182
Road and Bridge Fund	\$2,251,249
Health & Human Services Fund	\$2,674,622
Debt Service Jail Bond	\$424,912
Operation or Maintenance Costs Of a County Jail	\$1,702,206
Total:	\$11,384,171

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2012 Budgets:

BE IT RESOLVED, that the following 2012 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	\$10,493,271	\$863,264	\$11,356,535
Road and Bridge	\$10,300,386	\$814,580	\$11,114,966
Health & Human Service	\$6,027,449	\$0	\$6,027,449
Debt Service	\$436,538	(\$23,788)	\$412,750
GF Transfer to Road & Bridge For Capital Projects	\$0	\$1,245,000	\$1,245,000
Total:	\$27,257,644	(\$2,899,056)	\$30,156,700

Motion for a resolution by Commissioner Niemi to approve resolution – 2012 East Central Regional Library Levy/Budget. Motion died for lack of a second.

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2012 East Central Regional Library Levy/Budget:

BE IT RESOLVED, that the amount of \$227,837 be budgeted and levied for the year 2012 for the East Central Regional Library.

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Wedel and carried, all members voting yes to approve resolution – 2012 Boat & Water Safety Budget:

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2012 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in

**RESOLUTION
122011-125
2012 BUDGETS**

**RESOLUTION
122011-126
2012 ECRL
LEVY/BUDGET**

RESOLUTION

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the amount of \$75,406 for a term January 1, 2012 to December 31, 2012.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$1,800		
Boat & Water Grant	\$21,900		
Boat & Water Supply Grant	\$7,000		
Totals:	\$30,700	\$44,706	\$75,406

**122011-127
2012 BOAT &
WATER SAFETY
BUDGET**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2012 Appropriations to ASCS & Snake River Watershed:

BE IT RESOLVED, that the budget and appropriation in the amount of \$123,034 be set for 2012 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$25,000 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

**RESOLUTION
122011-128
2012 ASCS &
SNAKE RIVER
WATERSHED**

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Napstad and carried (4-1 Wedel), to approve resolution – 2012 ARDC Levy:

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2012 in the amount of \$47,193.00

**RESOLUTION
122011-129
2012 ARDC LEVY**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Unorganized Road & Bridge Payments:

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 of road in the Unorganized Townships with county equipment.

**RESOLUTION
122011-130
UNORGANIZED
ROAD & BRIDGE
PAYMENTS**

Unorg Township

52-22	\$5,037.65
45-24	\$3,410.31
47-24	\$13,897.71
52-24	\$4,875.00
50-25	\$5,573.75
51-25	\$513.75
52-25	\$11,315.19
50-26	\$801.25

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48-27	\$3,623.35
49-27	\$6,083.53
50-27	\$419.18
51-27	\$24,336.68
52-27	\$28,392.97

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to approve resolution – County Ditch Payments:

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	\$87.50
County Ditch 63	\$2,502.03

BE IT FURTHER 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	\$517.50
County Ditch 20	\$795.61
County Ditch 23	\$520.00
County Ditch 24	\$358.44
County Ditch 28	\$175.00
County Ditch 34	\$430.00
County Ditch 37	\$260.00
County Ditch 66	\$345.00

During the meeting, the Board heard updates on the following committees: i) Aitkin Airport, ii) ARDC, iii) BWSR, iv) MHB, v) Arrowhead Counties, vi) Forest Advisory

Motion by Commissioner Wedel, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 12:35 p.m.

Laurie Westerlund, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

**RESOLUTION
122011-131
COUNTY DITCH
PAYMENTS**

**COMMITTEE
UPDATES**

ADJOURN