

The Aitkin County Board of Commissioners met this 18th day of December, 2012 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the December 18, 2012 amended agenda. Items 2E-I) 2013 Elected Officials Salaries were removed from the Consent Agenda and placed on the regular agenda as Item 3D).

**APPROVED
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
December 18, 2012**

**HEALTH &
HUMAN
SERVICES
BOARD**

I. Attendance:

The Aitkin County Board of Commissioners met this 18th day of December, 2012, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Sue Tange, Social Services Supervisor; Kathleen Ryan, Fiscal Supervisor; Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Cheryl Meld, HHS Advisory Members; Nanci Sauerbrau, Aitkin Independent Age; Aileen DeMenge, Workforce Center; and Bob Harwarth, Guest.

II. Pledge of Allegiance

III. Approval of Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the agenda with the following changes to future agendas:
Deletion of # II. Pledge of Allegiance, and
Adjustment to A# I. Call to Order to read I. Attendance.

IV. Review November 27, 2012 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the November 27, 2012 Health & Human Services Board Meeting Minutes as mailed/posted.

V. Review Bills

Motion by Commissioner Niemi, seconded by Commissioner Westerlund, and carried; the vote was to approve the Bills as presented this date.

VI. General/Miscellaneous Information

A. Public Assistance Recipient Examples – Eileen Foss & Aileen DeMenge – It was noted that the grant amounts have not changed since 1987. The handouts were reviewed and discussed. Eileen Foss was asked to bring back additional scenarios with incomes and various size households along with

percentages of those not willing to participate.

- B. Appointment of Candidates to the Health & Human Services Advisory Committee:
 - Re-Appointment to Continue Terms for: Kami Genz, Dave Leaf, Cheryl Meld, Mickey Gault
 - New Member Applications: Jessica Seibert, Jessica Schultz
 - One Pending Application: Katie NelsonMotion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the appointment/re-appointment to the Health & Human Services Advisory Committee the following candidates:
 - Re-Appointment to Continue Terms for: Kami Genz, Dave Leaf, Cheryl Meld, Mickey Gault
 - New Member Applications: Jessica Seibert, Jessica SchultzIt was noted that additional recruitment will be done for Commissioner District 1 (Commissioner Mark Wedel) and District 3 (Commissioner Don Niemi) for representation on the Committee. Application packets will be provided to Commissioners Wedel & Niemi.

VII. Administrative Reports:

- A. **Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor, noted that the number of caseloads have increased but the cash family grants have decreased over the years. We are capping out on the money we have been allocated for Day Care Assistance & we do have a waiting list for Basic Sliding Fee. Families on MFIP can access Child Care Assistance for authorized activities under their employment plan.
- B. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted we do have two more payment runs before the end of the year along with a payroll run that will adjust the expenditures. Reports will not be finalized until February.

VIII. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Cheryl Meld & Tricia Martin **Minutes of the December 5th meeting.** Cheryl Meld noted the committee had a lengthy presentation on the SHIP program and the Community Transformation Grant for Making Healthy Choices and Healthy Responsible Eating. Some Community Recognitions were given to the Aitkin Community Choir, Sandy Kilde, Director of the McGregor Contata and the Operation Christmas Committee.
- B. AEOA / NEMOJT Committee Updates – Commissioner Napstad noted AEOA meets tomorrow and NEMOJT has been discussed earlier in this meeting but they had a discussion on MFIP and DWP that their last meeting.
- C. CJI (Children’s Justice Initiative) – Commissioner Westerlund noted their meeting was canceled.

Break: 10:14 a.m. to 10:25 a.m.

**HHS BOARD
ADJOURNS**

BREAK

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: December 11, 2012 – December 17, 2012; B) Approve County Board Minutes: December 11, 2012; C) Approve Commissioner Warrants: General Fund \$173,759.38, Road & Bridge \$55,040.22, Special Revenue \$626.74, Health & Human Services \$704.69, State \$693.55, Trust \$5,367.91, Forest Development \$1,863.35, Agency \$18,767.10, Long Lake Conservation Center \$6,195.62 for a total of \$263,018.56; D) Approve University of MN Extension Agreement, 4-H Program Coordinator, 2013-2015; J) Authorize County Administrator to Approve Year-End Matters; K) Approve Reserving Budgeted Funds; L) Approve Resolution – 2013 Liquor Renewals; M) Approve Request to Sell Vehicles – Environmental Services Department; N) Approve Contract for ISTS Inspector Contractor

REGULAR BOARD RECONVENES

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to approve Resolution – 2013 Liquor Renewals:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2013 thru December 31, 2013:

RESOLUTION 121812-115 2013 LIQUOR RENEWALS

“ON”, “OFF” and “SUNDAY” Sale:

WB Hay Point Inc., d/b/a **Corner Club** – Macville Township

This establishment has an address of 60967 Highway 169, Hill City, MN 55748

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Liberty Beach Bar & Café LLC, d/b/a **McGrath Bar & Cafe** – Williams Township

This establishment has an address of 14072 State Highway 65, McGrath, MN 56350

Phil’s Myr Mar Marina Inc., d/b/a **Phil’s Myr Mar Marina** – Hazelton Township

This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

Bodway Properties Inc., d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

***Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township

This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

(*** Approval pending receipt of the 2013 Certificate of Insurance)

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the sale and 2013 replacement of 2001 Chevrolet Malibu and 2001 Ford Ranger – Environmental Services Department.

VEHICLE SALE & REPLACEMENT ENVIRONMENTAL SERVICES

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint Irene Bright from District 3 to a three year term on the Board of Adjustment, beginning January 2013.

COMMITTEE APPOINTMENTS BOARD OF ADJUSTMENT

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint Dale Lueck from District 2 to a three year term on the Planning Commission, beginning January 2013.

PLANNING COMMISSION

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to appoint Ihleen Williams to a five-year term on the Housing and Redevelopment Authority of Aitkin County (HRA).

HRA

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to make the following appointments to the Forest Advisory Committee: Robert Lake District 1, Russ Hoppe District 2, James Bixby Professional representative, and Dale Shipp At Large representative. All appointments are four year terms, beginning January 2013.

FOREST ADVISORY COMMITTEE

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting to reappoint Donald Kitzrow from District 5 to a four year term on the Park Commission, beginning January 2013.

PARK COMMISSION

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve a schedule of two meetings a month in 2013 - the 2nd and 4th Tuesdays of each month.

2013 BOARD MEETING SCHEDULE

Patrick Wussow, County Administrator discussed the Kandiyohi County Organizational Review with the Board.

KANDIYOHI CO. ORGANIZATION REVIEW

The Board asked that this be placed on the agenda in January 2013. No action was taken at this time.

2013 ELECTED OFFICIALS SALARIES

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

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2012:

RESOLUTION 121812-116 2012 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	\$0		\$0
Co Ditch 21	7-365	\$0		\$100

Co Ditch 24	7-351	\$0	\$400
Co Ditch 28	7-356	\$0	\$523
Co Ditch 30	7-352	\$13	\$173
Co Ditch 34	7-357	\$0	\$0
Co Ditch 36	7-358	\$0	\$0
Co Ditch 37	7-359	\$0	\$0
St Ditch 63	7-362	\$0	\$526
St Ditch 66	7-363	\$0	\$392
Co Ditch 2	7-367	\$0	\$0
Diversion Channel	7-373	\$10	\$21,057
Co Ditch 23	7-354	\$0	\$354
Co Ditch 25	7-355	\$0	\$0
Co Ditch 42	7-360	\$0	\$0
Co Ditch 58	7-361	\$0	\$0
Co Ditch 20	7-364	\$0	\$0
Co Ditch 43	7-366	\$0	\$0
Co Ditch 29	7-371	\$0	\$0
Co Ditch 38	7-	\$0	\$235

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 Unorganized Township Budgets:

BE IT RESOLVED, that the following 2013 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	\$20,600		\$20,600
Unorganized Cemetery	\$1,740		\$1,740

**RESOLUTION
121812-117
2013
UNORGANIZED
TOWNSHIP
BUDGETS**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2013 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 2013:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$290,000	\$132,610	\$422,610
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,309,530		\$1,309,530
Forest Resource	\$143,000	\$71,396	\$214,396
Reforestation	\$189,000	\$31,944	\$220,944
Memorial Forest	\$92,000	\$92,275	\$184,275
Forest Road	\$35,000	\$10,360	\$45,360
Gravel Pit	\$1,500	(\$1,500)	\$0
Missing Heirs	\$1,000		\$1,000
MCIT	\$150,000	(\$100,000)	\$50,000

**121812-118
2013 NON-LEVY
BUDGETS**

Collaborative Grant	\$76,500	\$11,350	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$650,000	\$7,605	\$657,605

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2013 Levy Budgets:

BE IT RESOLVED, that the following 2013 budgets be set for the leviable funds of Aitkin County:

Fund/Account	Revenues	Reserves	Expenditures
General Fund	\$10,975,156	\$574,501	\$11,549,657
Road and Bridge	\$7,758,050	(\$507,000)	\$7,251,050
Health & Human Service	\$6,133,684	\$0	\$6,133,684
Debt Service	\$369,338	\$40,537	\$409,875
Total:	\$25,236,228	\$108,038	\$25,344,266

**121812-119
2013 LEVY
BUDGETS**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 Property Tax Levy:

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2013 for the following funds:

FUND	LEVY
Revenue Fund	\$4,625,427
Road and Bridge Fund	\$2,272,787
Health & Human Services Fund	\$2,638,276
Debt Service Jail Bond	\$353,537
Operation or Maintenance Costs Of a County Jail	\$1,835,669
Total:	\$11,725,696

**121812-120
2013 PROPERTY
TAX LEVY**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 East Central Regional Library Levy/Budget:

BE IT RESOLVED, that the amount of \$230,242 be budgeted and levied for the year 2013 for the East Central Regional Library.

**121812-121
2013 EAST
CENTRAL
REGIONAL
LIBRARY
LEVY/BUDGET**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2013 Boat & Water Safety Budget:

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2013 annual

**121812-122
2013 BOAT &**

Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$75,406 for a term January 1, 2013 to December 31, 2013.

WATER SAFETY BUDGET

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$1,000		
Boat & Water Grant	\$23,000		
Boat & Water Supply Grant	\$7,000		
Totals:	\$31,000	\$43,602	\$74,602

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – 2013 Appropriations to ASCS and Snake River Watershed:

**121812-123
2013
APPROPRIATION
TO ASCS AND
SNAKE RIVER
WATERSHED**

BE IT RESOLVED, that the budget and appropriation in the amount of \$133,045 be set for 2013 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$35,011 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte 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.

**121812-124
COUNTY DITCH
PAYMENTS**

County Ditch 30	\$172.50
County Ditch 63	\$525.89
State Ditch 66	\$391.35
Diversion Channel	\$21,056.29

BE IT FUTHER 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 21	\$98.61
County Ditch 23	\$354.20
County Ditch 28	\$522.50
County Ditch 38	\$234.81

Motion 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

**121812-125
UNORGANIZED**

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.

Unorg Township

52-22	\$2,402.84
45-24	\$3,581.84
47-24	\$11,685.29
52-24	\$2,533.76
50-25	\$2,336.02
51-25	\$1,242.32
52-25	\$3,837.78
50-26	\$1,328.91
48-27	\$3,327.11
49-27	\$7,729.02
50-27	\$667.43
51-27	\$874.20
52-27	\$2,772.51

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-1 Wedel), to acknowledge resolution – 2013 Arrowhead Regional Development Commission Levy:

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2013 in the amount of \$48,002.00.

Break: 11:46 a.m. to 11:53 a.m.

Commissioner Niemi left at 11:53 a.m.

Scott Turner, Sheriff gave a report to the Board on the status of the radio project.

Commissioner Marcotte left at 11:58 a.m.

During the meeting the Board discussed: i) Airport, ii) Historical Society, iii) HRA, iv) P&Z, v) Mille Lacs Watershed, vi) AMC, vii) EQB, viii) AEOA, ix) Joint Powers Board, x) H&HS Advisory, xi) CHS, xii) SCHAC, xiii) Snake River Watershed, xiv) MHB, xv) Board Correspondence – State Property Tax Report

ROAD & BRIDGE PAYMENTS

**121812-126
2013 ARDC LEVY**

BREAK

NIEMI LEAVES

800 MHZ UPDATE

**MARCOTTE
LEAVES**

**BOARD
DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 12:37 p.m. until Tuesday, January 8, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator