

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of July, 2013 at 9:01 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.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the July 23, 2013 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
July 23, 2013**

**I. Attendance**

The Aitkin County Board of Commissioners met this 23<sup>rd</sup> day of July, 2013, at 9:01 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Cynthia Bennett, Public Health Supervisor; Kathy Ryan, Fiscal Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Brenda Butterfield, H&HS Staff Member; and Nanci Sauerbrei, Aitkin Independent Age.

**II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda as mailed/posted.

**III. Review June 25, 2013 Health & Human Service Board Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the June 25, 2013, Health & Human Services Board Minutes.

**IV. Review Bills**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried, the vote was to approve the Bills as presented this date.

**V. Contracts/Service Agreements**

**A. Acceptance of Grant Award – Adoption & Foster Care Recruitment Grant – thru LexisNexus Accurint** – Kathy Ryan reminded the Board that this is a contract with LexisNexus that we have had in place for a year and just expired June 30<sup>th</sup>. It is used for tracking relatives for children in out-of-home placements. The grant pays for the computer program for us to use. It is a State Grant that is being renewed. Sue Tange is the only person licensed to access the information. Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Acceptance of Grant Award – Adoption & Foster Care Recruitment Grant – thru LexisNexus Accurint.

**VI. Administrative Reports:**

**A. Financial & Transportation Reports** – Kathy Ryan reviewed and responded to questions regarding the Financial and Transportation Reports.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

**VII. Joint Powers Board Reports:**

- A. Tri-County Community Health Services Board (CHS)** – Minutes of the June 12<sup>th</sup> meeting was included in the agenda packet. Cynthia Bennett discussed several of the important topics discussed at the recent meeting which included the fact that MDH along with DHS will be hosting Healthcare Informational Conference Calls.

**VIII. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Roberta Elvecrog discussed clarification from the last meeting that the committee has recently developed Task Forces but the committee has always been offered and given very educational presentations/information from the H&HS staff and felt the information was there for the members to use not only for themselves but to benefit the community in which they live. No meeting was held in July – No minutes to review.
- B. AEOA / NEMOJT Committee Updates** – Commissioner Napstad noted there have been no meetings held since his last report and the next NEMOJT meeting is scheduled for August 16<sup>th</sup>.
- C. CJI (Children’s Justice Initiative)** – Commissioner Westerlund noted the CJI meeting would have been held on July 4<sup>th</sup> so they have not had a meeting.

**Next Meeting – August 27, 2013**

Break: 9:23 a.m. to 9:40 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: July 9, 2013 – July 22, 2013; B) Approve County Board Minutes: July 9, 2013; C) Approve Auditor Warrants – Tax Overpays: Taxes & Penalties \$238.35; D) Approve Auditor Warrants – June Sales & Use Tax: General Fund \$414.80, Road & Bridge \$1,775.77, Health & Human Services \$23.39, State \$7,306.50, Trust \$26.00, Forest Development \$79.92, Long Lake Conservation Center \$43.29, Parks \$122.71 for a total of \$9,792.38 ; E) Approve Resolution – Cancellation of Forfeiture; F) Schedule Closed Session for Labor Negotiations under MN Statute 13D.03, Subd. 1 (b) – August 13, 2013 from 9:00 a.m. to 10:00 a.m. in the County Boardroom; G) Approve Resolution – Minnesota Housing Finance Agency’s Family Homeless Prevention and Assistance Program; a) Approve Commissioner Warrants: General Fund \$114,848.82, Road & Bridge \$301,945.90, Special Revenue \$994.41, State \$4,451.00, Trust \$8,685.66, Forest Development \$18,461.01, Agency \$26,206.54, Long Lake Conservation Center \$4,398.99, Parks \$1,264.23 for a total of \$481,256.56

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Cancellation of Forfeiture:

**BE IT RESOLVED**, that the County Auditor application for cancellation of forfeiture for the Certification of Forfeiture dated August 8, 1997 and recorded in the office of the Aitkin County Recorder as Document #304109 on August 11, 1997 be approved as to the forfeiture of .057 acres of Northeast Quarter of the Southeast Quarter (NE-SE) as in Document #163189

**HHS BOARD  
ADJOURNED**

**BREAK**

**REGULAR BOARD  
RECONVENED**

**CONSENT  
AGENDA**

**RESOLUTION  
072313-063  
CANCELLATION  
OF FORFEITURE**

# AITKIN COUNTY BOARD

July 23, 2013

Section Sixteen (16), Township Forty-eight (48) Range Twenty-two (22). The reason for the cancelation of the forfeiture is: this parcel was sold on a deed combining descriptions and the combination of parcels was missed when the forfeiture was being researched. Therefore this property was incorrectly forfeited.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program:

July 1, 2013 - June 30, 2015

**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.

Bobbie Danielson, Human Resources Manager presented the Personnel Committee Recommendation to the Board.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-1 Napstad nay), to approve creating and filling a new full-time Financial Worker position in Health and Human Services, and to authorize filling any subsequent vacancy if the Financial Worker position is filled internally.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2014 Commissioner Salaries:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2014 County Commissioner's salary at \$28,644.00, and clarifying that Commissioners do not receive per diems.

Patrick Wussow, County Administrator reviewed the Second Quarter Revenues and Expenditures Report with the Board.

Patrick Wussow, County Administrator presented Facilities Committee recommendation to the Board.

**RESOLUTION  
072313-064  
MINNESOTA  
HOUSING  
FINANCE  
AGENCY'S  
FAMILY  
HOMELESS  
PREVENTION  
AND ASSISTANCE  
PROGRAM**

**PERSONNEL  
COMMITTEE**

**FT FINANCIAL  
WORKER –  
HEALTH &  
HUMAN  
SERVICES**

**RESOLUTION  
072313-065  
2014  
COMMISSIONER  
SALARIES**

**SECOND  
QUARTER  
REVENUES &  
EXPENDITURES**

**FACILITIES  
COMMITTEE**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve replacing the 34-year-old Courthouse chiller. Projected costs are: Gravelle Plumbing & Heating \$39,467.00, Honeywell (new controls upgrade) \$10,500.00, and an estimated \$1,500.00 for electrician. These expenses will come out of reserves.

**REPLACE  
COURTHOUSE  
CHILLER**

The Board reported on the following:

**BOARD  
DISCUSSION**

Commissioner Brian Napstad

- **MHB** – Established a subcommittee to discuss hiring an executive director. Pam Kichler will contact the Aitkin County Administrator with information for advertising for the executive director position.
- **MHB Subcommittee** – Will make recommendation to the Board for hiring an executive director.
- **Joint Powers Natural Resource Board** – Attended July 22<sup>nd</sup>. Discussed ditches. There is a subcommittee meeting in Thief River Falls on July 31<sup>st</sup>.

Commissioner Don Niemi

- **Lakes & Pines** – Met on July 15<sup>th</sup>. Working on Personnel policies.
- **Snake River Watershed** – Discussed mapping of red areas.
- **ARDC** – Met at Minnesota National. Projected Aitkin County increase to be \$1,011 for ARDC in 2014.
- **Fair** – Worked the gate. Discussed admission fees.

Commissioner Anne Marcotte

- **Fair** – Attended Saturday night.
- **4<sup>th</sup> of July** – The Hill City celebration was a success.

Commissioner Laurie Westerlund

- **Mille Lacs Watershed** – Met on July 15<sup>th</sup> at Hazelton Twp.
- **CMCC** – Reported with Commissioner Wedel.
- **HRA** – Did not meet July 22<sup>nd</sup>. Will meet July 29<sup>th</sup>.
- **DAC** – Met July 18<sup>th</sup> in McGregor.
- **Fair** – Worked the front gate.

Commissioner J. Mark Wedel

- **CMCC** – Tentative agreements have been reached.
- **Airport** – Tower is done. Aitkin Aviation had a record number attend the Fly In Breakfast and Car Show.
- **LMC** – Not much accomplished.

- **Sobriety Court** – EJA grant was extended until March 2014.
- **Kinship** – Is in a transitional mode and reevaluating priorities.
- **Aitkin County Water Planning Task Force** – Discussion of Fifth Generation Water Plan.

Patrick Wussow, County Administrator shared an invitation with the Board to attend an Information Session on the Revised State Mineral Lease Process on August 21, 2013 in McGregor. This event is hosted by the Minnesota Department of Natural Resources.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 11:50 a.m. until Tuesday, August 13, 2013 at 9:00 a.m.

**STATE MINERAL  
LEASE PROCESS**

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator