

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of April, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Anne Marcotte, Brian Napstad, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve the April 22, 2014 amended agenda. Items 2L) Acknowledge First Quarter Revenue & Expenditures Report; 2M) Acknowledge First Quarter Investment Report; 2N) Approve Policy Update, Section 5.1, Group Insurance and Affordable Care Act Policy; and 2O) Approve Policy Update, Section 5.5, Family and Medical Leave Policy were pulled off the consent agenda and placed on the regular agenda.

## AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING MINUTES April 22, 2014

### I. Attendance

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of April, 2014, at 9:02 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: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; Amy Wyant, Public Health Educator; Jessi Schultz, Social Worker; and guests; Darlene Hlidek, H&HS Advisory Committee Member; and Nancy Sauerbrei, Aitkin Independent Age; Marissa Skuza & William Haroldson, Greater Lakes Assn. of Realtors; Roberta Elvecrog and Bob Harwarth, citizens.

### 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 March 25, 2014 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the March 25, 2014, Health & Human Services Board Meeting Minutes.

### IV. Review Bills

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

### V. General/Miscellaneous Information

#### A. Purchase of ApplicationXtender Connector Software - \$3,100 – Tom Burke

Motion by Commissioner Niemi, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the purchase of the ApplicationXtender Connector Software.

CALL TO ORDER

APPROVED  
AGENDA

HEALTH & HUMAN  
SERVICES BOARD

**B. Employee (Jessica Schultz) Request for Leave of Absence – Tom Burke**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve the Leave of Absence for Jessica Schultz for her MSW field placement from August 25, 2014 to December 12, 2014.

**VI. FYI:**

**A. DHS Letter Commending Staff from Commissioner Lucinda Jesson -** Commissioner Wedel noted that H&HS staff have consistently achieved 100% performance in meeting DHS Human Service financial reporting for many consecutive years and commended the staff for their excellent work.

**B. MnCFSR Onsite Review Instrument ICWA Addendum -** Tom Burke noted that this document is included to respond to questions from previous meetings. Discussion ensued with respect to the difference between non-substantial and substantial child endangerment.

**VII. Administrative Reports:**

**A. Financial & Transportation Reports –** Kathy Ryan discussed the Transportation Report noting that taxi service for one specific situation has been corrected so it can now be billed. She noted that the Foster Care Report is up due to no bill being submitted last month which therefore meant a double bill coming out of this month along with an increase in placements this past month. She also noted that on the Financial Report we are still waiting for the 4<sup>th</sup> quarter revenue to come in.

**B. PH Community Assessment –** Erin Melz / Amy Wyant - See attached PowerPoint Slides for Five Parts of the Local Public Health Assessment and Plan that Erin Melz reviewed with the Board and additional handouts from Amy Wyant discussing the Aitkin County Community Health Summit to be held at Long Lake Conservation Center on June 9, 2014. On a separate note, Amy Wyant discussed the upcoming "Bike to Work Day" on Thursday, May 29<sup>th</sup>. Amy also gave a brief overview of her SHIP presentation noting we are known as "Healthy Northland".

**VIII. Committee Reports from Commissioners**

**A. H&HS Advisory Committee –** Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Darlene Hlidek Draft minutes of the April 2, 2014 meeting. Darlene Hlidek noted that the Committee is working on measurable Goals and Objectives and also setting up presentations for the remainder of the year.

**B. AEOA Committee Updates -** Commissioner Niemi noted that the weather prevented him from attending the most recent meeting although he did receive a packet of information following that meeting. He will get additional information to share with the Board at a later date.

**C. NEMOJT Committee Updates –** Commissioner Napstad noted there has not been a meeting since his last report.

**D. CJI (Children’s Justice Initiative) –** Commissioner Westerlund was on jury duty and unable to attend the last meeting. Sue Tange noted that the judge was not able to attend so their meeting was very short with nothing specific to report.

**E. Lakes & Pines Update –** Commissioner Niemi noted that he did not attend

the last meeting.

**Next Health & Human Services Board Meeting – May 27, 2014**

Break: 10:28 a.m. to 10:42 a.m.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: April 8, 2014 – April 21, 2014; B) Approve County Board Minutes: April 8, 2014; C) Approve March Manual Warrants: General Fund \$22,957.86, Road & Bridge \$80,495.38, Health & Human Services \$3,418.26, State \$21,172.76, Trust \$332.24, Taxes & Penalties \$117.88, Long Lake Conservation Center \$968.66, Parks \$253.50 for a total of \$129,716.54; D) Approve Commissioner Warrants: General Fund \$131,083.17, Road & Bridge \$34,330.93, Special Revenue \$434.19, Health & Human Services \$1,577.95, State \$555.00, Trust \$14,226.75, Forest Development \$2,148.81, Long Lake Conservation Center \$8,412.08, Parks \$3,079.23 for a total of 195,848.11; E) Approve Auditor Warrants – March Sales & Use Tax: General Fund \$628.00, Road & Bridge \$1,190.83, State \$5,232.00, Long Lake Conservation Center \$139.23, Parks \$38.39 for a total of \$7,228.45; F) Approve Resolution – MnDOT Agreement No. 01472-1, Amendment No. 1; G) Approve Resolution – The Red Door Resort & Motel On-Sale Wine License; H) Approve 3.2 Malt Liquor License – The Red Door Resort & Motel; I) Approve Resolution – McGregor Lions Club Form LG214; J) Approve 3.2 Malt Liquor License – Hidden Meadows; K) Approve 3.2 Malt Liquor Licenses

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following resolution – MnDOT Agreement No. 01472-1, Amendment No. 1:

**WHEREAS**, the intersection of U.S. Hwy 169 and Aitkin County State-Aid Highway 28 has been identified by the Minnesota Department of Transportation for installation of an Intersection Conflict Warning System, and

**WHEREAS**, the Minnesota Department of Transportation has proposed Agreement No. 01472-1, Amendment No. 1 to facilitate construction and operation of this system.

**NOW, THEREFORE, BE IT RESOLVED** that Aitkin County enter into Agreement No. 01472-1, Amendment No. 1 with the Minnesota Department of Transportation to provide electrical energy for the new Intersection Conflict Warning System at the intersection of U.S. Hwy 169 and Aitkin County State-Aid Highway 28.

**BE IT FURTHER RESOLVED** that the Aitkin County Engineer is hereby authorized to execute this Agreement and amendments to the Agreement.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – The Red Door Resort & Motel On-Sale Wine License:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following On-Sale Wine license for a period ending December 31, 2014:

**HHS BOARD  
ADJOURNED**

**BREAK**

**REGULAR BOARD  
RECONVENED**

**CONSENT  
AGENDA**

**RESOLUTION  
042214-028  
MNDOT  
AGREEMENT  
NO. 01472-1,  
AMENDMENT NO. 1**

**RESOLUTION  
042214-029**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort & Motel** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following **3.2 Malt Liquor License** for a period **ending April 30, 2015**.

**ON & OFF Sale:**

Kulifaj Resorts Inc., d/b/a **The Red Door Resort & Motel** – Wealthwood Township  
This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – McGregor Lions Club Form LG214:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the McGregor Lions Club, at Minnesota National Golf Course – Workman Township. This establishment has an address of 23247 480<sup>th</sup> Street, McGregor, MN 55760

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to consent to the issuance of the following 3.2 Malt Liquor License applied for in the within application for a period ending April 30, 2015.

**ON Sale:**

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following **3.2 Malt Liquor Licenses** for a period **ending April 30, 2015**.

**OFF Sale:**

Almar Holdings LLC, d/b/a **(The) Junction** – Hazelton Township

**ON Sale:**

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township

Jacobson Community Volunteer Fire Dept, d/b/a **Jacobson Volunteer Fire Dept** – Ball Bluff Township

Minnewawa Sportsmen’s Club Inc., d/b/a **Minnewawa Sportsmen’s Club** – Shamrock Township

**THE RED DOOR  
RESORT & MOTEL  
ON-SALE WINE  
LICENSE**

**3.2 MALT LIQUOR  
LICENSE – THE  
RED DOOR  
RESORT & MOTEL**

**RESOLUTION  
042214-030  
MCGREGOR LIONS  
CLUB FORM LG214**

**3.2 MALT LIQUOR  
LICENSE – HIDDEN  
MEADOWS,  
UNORG 48-27  
TOWNSHIP**

**3.2 MALT LIQUOR  
LICENSES**

**ON & OFF Sale:**

Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township

Rae Ann Halverson, d/b/a **Cajun Queen** – Shamrock Township

Roxy Traxler, Interim County Administrator reviewed the First Quarter Revenue & Expenditures Report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to acknowledge the report.

Lori Grams, Treasurer reviewed the First Quarter Investment Report with the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to acknowledge the report.

Bobbie Danielson, Human Resources Manager discussed the proposed updates to Section 5.1 Group Insurance and Affordable Care Act Policy with the Board. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the policy updates.

Bobbie Danielson, Human Resources Manager discussed the proposed updates to Section 5.5 Family and Medical Leave Policy with the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the policy updates.

Terry Neff, Environmental Services Director presented the proposed SSTS Ordinance to the Board. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to accept additional amendments to 5.61, 5.62, 5.63, and 9.9 as outlined in handouts. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to amend the proposed ordinance to indicate it is “to comply with State mandates and to provide minimum standards.” Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended resolution – Aitkin County Subsurface Sewage Treatment System Ordinance:

**WHEREAS**, the purpose of the Subsurface Sewage Treatment Systems Ordinance is to comply with State mandates and to provide minimum standards, and

**WHEREAS**, in accordance with Minnesota Statutes 375.51 and 394.26, a public hearing was held at the April 7, 2014 Aitkin County Planning Commission meeting to consider adoption of the Aitkin County Subsurface Sewage Treatment System Ordinance.

**NOW THEREFORE, BE IT RESOLVED** the Board of Commissioners of Aitkin County, Minnesota, adopts the Aitkin County Subsurface Sewage Treatment System Ordinance, effective May 1, 2014.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to ratify the 2014-2016 Teamsters Licensed Essential Unit Collective

**FIRST QUARTER  
REVENUES &  
EXPENDITURES  
REPORT**

**FIRST QUARTER  
INVESTMENT  
REPORT**

**SECTION 5.1  
GROUP  
INSURANCE AND  
AFFORDABLE  
CARE ACT POLICY  
UPDATE**

**SECTION 5.5  
FAMILY AND  
MEDICAL LEAVE  
POLICY UPDATE**

**RESOLUTION  
042214-031  
AITKIN COUNTY  
SUBSURFACE  
SEWAGE  
TREATMENT  
SYSTEM  
ORDINANCE**

**2014-2016  
TEAMSTERS  
LICENSED  
ESSENTIAL UNIT**

# AITKIN COUNTY BOARD

April 22, 2014

Bargaining Agreement and to authorize the Chairperson, Interim County Administrator, and Human Resources Manager to sign.

**COLLECTIVE  
BARGAINING  
AGREEMENT**

The Board reported on the following:

**BOARD  
DISCUSSION**

Commissioner Brian Napstad

- **No updates**

Commissioner Don Niemi

- **ECRL**
- **ARDC**

Commissioner Anne Marcotte

- **FAC**
- **Regional Leadership Team**

Commissioner Laurie Westerlund

- **CMCC**
- **CHS**
- **DAC**
- **Park Board**

Commissioner Mark Wedel

- **EDA**
- **CMCC**
- **Sobriety Court**
- **TZD**
- **Regional Leadership**

Commissioner Napstad clarified that the VanderMey property issue scheduled to be on today's agenda had been delayed because he had been asked to attend a Wetland Mitigation meeting the same day. The Board consensus was that he needed to attend that meeting. Last Friday he received an email notifying him the Wetland Mitigation meeting had been postponed, so he was able to attend today's Board meeting after all.

**VANDERMEY  
PROPERTY**

Commissioner Westerlund left at 12:01 p.m.

**WESTERLUND  
LEFT**

Roxy Traxler, Interim County Administrator reported to the Board that three final candidates have been selected to interview for the County Administrator position at the May 13th Board meeting.

**COUNTY  
ADMINISTRATOR  
SEARCH UPDATE**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:04 p.m. until Tuesday, May 13, 2014 at 9:00 a.m.

**ADJOURN**



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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners



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Roxy Traxler, Interim County Administrator