

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of June, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Brian Napstad. Commissioner Anne Marcotte was absent. Interim County Administrator Roxy Traxler and Administrative Assistant Sue Bingham were also present.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0 Marcotte absent), all members voting yes to approve the June 24, 2014 amended agenda. Item 5A4 – Reaffirm Recruitment Procedures, Article 3, Subject 3.2, with minimal updates, was removed.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
June 24, 2014**

**I. Attendance**

The Aitkin County Board of Commissioners met this 24th day of June, 2014, at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Don Niemi, and Laurie Westerlund; (Absent: Anne Marcotte); and others present included: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Erin Melz, Public Health Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Nate Burkett, Aitkin County Administrator beginning June 30, 2014; Dave Leaf & Gayle Janzen, H&HS Advisory Committee Members; and Nancy Sauerbrei, Aitkin Independent Age; Kari Abbott, Aitkin County Republicans; Roberta Elvecrog, Mike Geis, and Georgia Johnson, citizens.

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

Motion by Commissioner Laurie Westerlund, seconded by Commissioner Don Niemi, and carried; the vote was to approve the Agenda as mailed/posted

**III. Review May 27, 2014 Health & Human Service Board Minutes**

Motion by Commissioner Brian Napstad, seconded by Commissioner Don Niemi, and carried, the vote was to approve the May 27, 2014, Health & Human Services Board Meeting Minutes.

**IV. Review Bills**

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

**V. Contracts:**

**A. Administrative Agreement for Purchase of Supplies and Equipment between ACH&HS and Minnesota Mobility Systems, Inc., Aitkin for the period June 1, 2014 to June 30, 2016.**

Motion by Commissioner Don Niemi, seconded by Commissioner Brian Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Administrative Agreement for Purchase of Supplies and Equipment between ACH&HS and Minnesota Mobility Systems, Inc., Aitkin for the period June 1, 2014 to June 30, 2016.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

- B. Purchase of Service Agreement between ACH&HS and Nystrom & Associates, Baxter, for the period January 1, 2014 to December 31, 2014.**

Motion by Commissioner Brian Napstad, seconded by Commissioner Laurie Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACH&HS and Nystrom & Associates, Baxter, for the period January 1, 2014 to December 31, 2014.

- C. Facilities Use Agreement – Off-Campus Facilities Only between Pine Technical College and ACHHS for the period July 1, 2014 to June 30, 2015.**

Motion by Commissioner Laurie Westerlund, seconded by Commissioner Don Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Facilities Use Agreement – Off-Campus Facilities Only between Pine Technical College and ACHHS for the period July 1, 2014 to June 30, 2015.

**VI. Administrative Reports:**

- A. Financial & Transportation Reports** – Tom Burke noted that we are on track for the year with the budget but that we may see an increase in the transportation needs during the remainder of the year with gas prices rising again.

**VII. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Dave Leaf & Gayle Janzen Draft minutes of the June 4, 2014 meeting. Dave Leaf noted that the Committee continues to work on projects (task forces and goals and objectives) with Health & Human Services.
- B. AEOA Committee Updates** - Commissioner Niemi discussed his attendance at the Senior Carnival held in Eveleth with vendors representing all areas of services to seniors. He also noted a Resolution was passed for 2015 with respect to transportation services throughout a number of counties.
- C. NEMOJT Committee Updates** – Commissioner Napstad gave updates regarding WEA and WEB funding as well as other aspects of NEMOJT grant funding.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund did not attend the last meeting. Sue Tange noted routine information was shared at the meeting.
- E. Lakes & Pines Update** – Commissioner Niemi noted he did not attend the most recent meeting.
- F. CHS** - report presented by Commissioner Westerlund and H&HS Tom Burke.

Commissioner Wedel introduced Nate Burkett who will begin next Monday, June 30<sup>th</sup> as the new Aitkin County Administrator.

**Next Health & Human Services Board Meeting – July 22, 2014**

**HHS BOARD  
ADJOURNED**

Break: 10:00 a.m. to 10:19 a.m.

Spalding Township resident Mike Geis asked the Board for help dealing with Shooting Range issues.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: June 10, 2014 – June 23, 2014; B) Approve County Board Minutes: June 10, 2014; C) Approve June 17, 2014 Board of Appeal & Equalization Minutes; D) Approve Auditor Warrants – May Sales & Use Tax: General Fund \$529.78, Road & Bridge \$191.33, State \$5,646.00, Trust \$8.04, Forest Development \$-0.04, Long Lake Conservation Center \$220.37, Parks \$108.59 for a total of \$6,704.07; E) Approve Request to Fill Committee Vacancy; F) Authorize McGregor Joint Airport Zoning Board to Assemble; G) Approve Request to Salvage Forfeited Vehicle – Sheriff’s Dept.; H) Accept \$1,000 Donation for Purchase of Ballistic Canine Vest for K-9 Officer Loki – John and Carrie Joanne Hagman; I) Accept \$2,000 Donation to STS – Mille Lacs Energy Community Trust; J) Approve Transfer of 2009 Former Squad Car to City of McGregor; K) Approve On Sale Temporary Beer License – Aitkin Fire Dept.; L) Authorize Board Chair and County Auditor Sign Secretary of State Joint Powers Agreements – Primary and General Election Recounts; a) Approve Additional May Manual Warrants – General Fund \$41.45-, Road & Bridge \$1,139,40-, Trust \$198.04-, Forest Development \$198.04- for a total of \$1,576.93-; b) Approve Commissioner Warrants – General Fund \$133,707.10, Road & Bridge \$50,537.71, State \$300.00, Trust \$5,008.27, Forest Development \$10,593.24, Long Lake Conservation Center \$7,197.18, Parks \$4,377.32 for a total of \$211,720.82

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting to accept Evelyn Turner’s request and application to fill unexpired term of Larry Turner, as Commissioner on the Housing & Redevelopment Authority of Aitkin County. This term expires November 2018.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve selling as salvage the following vehicle which was seized in forfeiture: 2000 Dodge Intrepid - Sheriff’s Dept.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to donate and transfer ownership of former squad, 2009 Chevrolet Impala, to City of McGregor for an airport courtesy vehicle.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve the following Temporary On Sale **3.2 Malt Liquor License** for July 9 through July 12, 2014 (July 9, 10, 11, and 12, 2014):

**BREAK**

**CITIZEN’S PUBLIC COMMENT**

**REGULAR BOARD RECONVENED**

**CONSENT AGENDA**

**HRA APPOINTMENT**

**SALVAGE FORFEITED VEHICLE**

**TRANSFER OF SQUAD TO CITY OF MCGREGOR**

**TEMPORARY ON SALE 3.2 MALT LIQUOR LICENSE AITKIN FIRE DEPT.**

**ON Sale:**

Aitkin Fire Department, d/b/a **Aitkin Fire Department Relief Association** – Aitkin Township

Ross Wagner, Economic Development & Forest Industry Coordinator presented Economic Development Committee's recommendations for Tourism Promotion and Development Grants. Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0), all members voting yes to approve the following grants:

- \$1,000.00 – Aitkin County Historical Society
- \$1,000.00 – Aitkin Area Chamber of Commerce
- \$1,000.00 – Up North Riders ATV Club
- \$1,000.00 – McGregor Chamber of Commerce
- \$ 500.00 – Tamarack Activities Club
- \$ 250.00 – Evergreen PAC ATV Club
- \$4,750.00

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Napstad and carried (4-0), all members voting yes to adopt resolution – Application for Large Assembly – Howie's Mud Bog:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

Shawn Kuhlman, d/b/a Howie's Mud Bog – Wagner Township  
This is scheduled to take place July 4th & 5th, 2014 from 8:00 A.M. to 1:00 A.M. daily.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting to reimburse \$250 application fee to Shawn Kuhlman, Howie's Mud Bog, if County Assessor Mike Dangers justifies current classification. If the County Assessor finds it has been classified in error and does not meet the exemption, Aitkin County will retain the fee.

Personnel Committee Recommendations:

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve filling one full-time Administrative Coordinator at LLCC. This position will be vacant due to a retirement.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve filling one full-time Office Assistant V position in Environmental Services Dept. This position will be vacant when the current incumbent semi-retires and transitions to a budgeted seasonal position.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), all members voting yes to authorize back filling a vacancy which will be created by filling an open Child Support Officer position internally.

**TOURISM  
PROMOTION AND  
DEVELOPMENT  
GRANTS**

**HOWIE'S MUD  
BOG**

**RESOLUTION  
062414-043  
APPLICATION  
FOR LARGE  
ASSEMBLY –  
HOWIE'S MUD  
BOG**

**REQUEST TO  
WAIVE \$250  
APPLICATION FEE**

**PERSONNEL  
COMMITTEE**

**ADMINISTRATIVE  
COORDINATOR -  
LLCC**

**OFFICE  
ASSISTANT V –  
ENVIRONMENTAL  
SERVICES**

**AUTHORIZE BACK  
FILLING POSITION**

# AITKIN COUNTY BOARD

June 24, 2014

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to authorize the Aitkin County Republican Party to meet outside the Courthouse near the steps at 2:00 p.m. on July 4, 2014 for the reading of the Declaration of Independence.

**JULY 4TH  
READING OF THE  
DECLARATION OF  
INDEPENDENCE**

Roxy Traxler, Interim County Administrator reviewed a newly created Aitkin County Agenda Request Form with the Board. The Board consensus is to begin using the new form.

**AGENDA  
REQUEST FORM**

Roxy Traxler, Interim County Administrator and Nathan Burkett, new County Administrator beginning June 30, 2014 discussed transitioning plans with the Board.

**ADMINISTRATOR  
TRANSITION**

Nathan Burkett discussed 2015 budget with the Board.

**2015 BUDGET**

The Board reported on the following: MHB, AMC District 1 meeting, EQB, Snake River Watershed, HRA, DAC, CMCC, TZD, Flooding

**BOARD  
DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0), all members voting yes to adjourn the meeting at 12:06 p.m. until Tuesday, July 8, 2014 at 9:00 a.m.

**ADJOURN**

---

J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

---

Nathan Burkett, County Administrator