

The Aitkin County Board of Commissioners met this 22nd day of November, 2016 at 9:02 a.m. with the following members present: Board Chair J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended November 22, 2016 agenda. Item 4C was modified to read "Approve Proposed Provided Document" and Item 4D "Potential Staffing Action" was added.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
November 22, 2016**

CALL TO ORDER

APPROVED AGENDA

**HEALTH & HUMAN
SERVICES BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 22nd day of November, 2016, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Anne Marcotte, Don Niemi and Laurie Westerlund, and others present included: Interim County Administrator Patrick Wussow; H&HS Staff Kathy Ryan, Fiscal Supervisor; Jessi Goble, Financial Services Supervisor; Jessi Schultz, Social Service Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Adam Hoogenakker, Aitkin Independent Age; and Joy Janzen and Roberta Elvecrog, H&HS Advisory Committee Members; Bill Pratt, Bob Harwarth, and Mike Hagen, Citizens.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the Agenda.

III. Review October 25, 2016 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the Minutes of the October 25, 2016 Health & Human Services Board Meeting.

IV. Review Bills

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Bills.

V. General/Miscellaneous Information

A. Preliminary Request for Out-of-State travel in the spring of 2017 for Liz Short while serving as the WIC Advisory Group Chair to attend the Annual NWA (National WIC Association) Conference tentatively to be held in Philadelphia. Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve the Preliminary Request for Out-of-State travel in the spring of 2017 for Liz Short while serving as the WIC Advisory Group Chair to attend the Annual NWA (National WIC Association) Conference tentatively to be held in Philadelphia.

VI. Contracts/Agreements

A. WIC Agreement - Malmo Bethesda Lutheran Church and ACH&HS to provide space to administer the WIC program for the period January 1, 2017 through December 31, 2017.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve the WIC Agreement - Malmo Bethesda Lutheran Church and ACH&HS to provide space to administer the WIC program for the period January 1, 2017 through December 31, 2017.

B. Service Agreement & Purchase of Service Agreement between Lakes & Pine CAC and Aitkin County H&HS to purchase Family Resource Specialist Services for the period December 1, 2016 to December 31, 2017. Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried; the vote was to approve the Service Agreement & Purchase of Service Agreement between Lakes & Pine CAC and Aitkin County H&HS to purchase Family Resource Specialist Services for the period December 1, 2016 to December 31, 2017.

VII. Administrative Reports:

A. Financial Reports - Kathleen Ryan reviewed the Financial Report and then noted that we will not have the second half of the tax levy until December. We are right on track with the budget.

VIII. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte. Committee Members attending today Roberta Elvecrog & Joy Janzen. Draft Copy of the November 2nd meeting minutes included in packet. Joy Janzen noted the members will be discussing the Committee Responsibilities at the December meeting. It was also noted that Cassie Conn gave a presentation on the WRAP Program.

B. AEOA Committee Update – Commissioner Westerlund reported that she has already discussed the last AEOA meeting which was their Annual Meeting.

C. NEMOJT Committee Update – Commissioner Napstad noted there has not been a meeting.

D. CJI (Children’s Justice Initiative) – Commissioner Westerlund / Jessi Schultz noted that they had a very short CJI meeting and focused on a farewell party for Judge Solien's retirement.

E. Lakes & Pines Update – Commissioner Niemi noted they met yesterday and received a presentation on HeadStart. Additional discussion pertaining to funds for the heating assistance, that 75% of what was spent last year will be awarded this year, that Lakes & Pines applications are on the website and folks will need their last 3 months of income/assets and it is on a first come first serve basis. The actual amount awarded is unknown at this time. The cold weather rules applies from October 15 through April 15 for Natural Gas.

Additional topics discussed at this meeting included:

Commissioner Marcotte gave a "Community Garden Brochure" to Erin Melz to share with the new Public Health Educator, Hannah Colby.

Commissioner Niemi discussed the Lakes & Pines Solar Gardens Presentation.

An extended conversation relative to Joy Janzen's history with the county and various projects.

A discussion relative to the AMC Political Lobbying Agenda included:

- 1) Anoka
- 2) Pay for all out of home placements, not just ICWA
- 3) METS System (MNSURE) Healthcare Programs will be discussed next week in Carlton County at a meeting Jessica Goble will be attending.

Next Meeting – December 20, 2016

Break: 9:55 a.m. to 10:16 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the amended Consent Agenda. Item 2M1, Commissioner Wages for 2017 was pulled from the Consent Agenda for discussion: The amended Consent Agenda was approved as follows: A) Correspondence File: November 8, 2016 to November 21, 2016; B) Approve County Board Minutes: November 8, 2016; C) Approve Commissioner Warrants: General Fund \$82,030.04, Road & Bridge \$84,029.03, Health & Human Services \$1,106.07, State \$300.00, Trust \$19,282.47, Forest Development \$16,258.45, Taxes & Penalties \$86,963.30, Long Lake Conservation Center \$11,850.85; Parks \$7,826.61 for a total of \$309,646.82; D) Approve October Manual Warrants: General Fund \$147,970.79, Road & Bridge \$25.00, Health & Human Services \$1,855.16, State \$1,052,957.64, Trust \$784.05, Taxes & Penalties \$1,026.00, Long Lake Conservation Center \$2,041.51 for a total of \$1,206,660.15; E) Approve Auditor Warrants - October Sales & Use Tax: General Fund \$495.11, Road & Bridge \$1,876.54, Health & Human Services \$0.71, State \$7,604.50, Trust \$417.25, Forest Development \$2.35, Long Lake Conservation Center \$110.21, Parks \$137.83 for a total of \$10,644.50, F) Approve Auditor Warrants: 2016 Period 2 RE Tax Settlement Payments: \$2,925,144.44; G) Approve Highway Department Contract Payment: \$1,231,110.56; H) Adopt Resolution: Request for Reimbursement of Property Tax Relief; I) Approve Public Hearing Date for Amendments to the General Zoning & Shoreland Management Ordinances; J) Adopt Resolution: 2016 Federal Boating Supplemental Equipment Grant Agreement; K) Adopt Resolution: All Terrain Vehicle Trail Funding; L) Approve Release of Combination Mortgage - Quadna Mountain; M) Approve Personnel Committee Recommendations: 2.) Elected Official (Department Head) Wages for 2017, 3.) HHS Positions

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, to adopt resolution – Request for

BREAK

**REGULAR BOARD
RECONVENES**

CONSENT AGENDA

Reimbursement of Property Tax Relief:

WHEREAS, the County of Aitkin experienced wind and storm events on July 20 and 21, 2016, and;

WHEREAS, said disaster caused extensive property damage to residential and seasonal properties in the County of Aitkin, and;

WHEREAS, a local emergency has been declared pursuant to section 12.29 by the Aitkin County Board of Commissioners in resolution 20160726-050, and;

WHEREAS, Minnesota Statutes, sections 273.1231 – 273.1235 provide for property tax relief upon reassessment of properties damaged by disaster, and upon application to the Governor of the State of Minnesota and the Executive Council, and;

WHEREAS, the minimum requirements of the aforementioned statutes have been met as demonstrated in the attached damage assessment reports;

NOW, THEREFORE, BE IT RESOLVED by the County of Aitkin that the County of Aitkin hereby requests that the property tax abatements and credits granted to property owners under sections 273.1231 – 273.1235 for the disaster that occurred on July 20 and 21, 2016, be reimbursed pursuant to the provisions of Minnesota Statutes, sections 273.1231 – 273.1235.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to set public hearing on proposed amendments to the General Zoning & Shoreland Management Ordinances on December 19, 2016, at the Planning Commission meeting.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adopt resolution - 2016 Federal Boating Supplemental Equipment Grant Agreement:

BE IT RESOLVED, that the Aitkin County Board of Commissioners approve the 2016 Boat & Water Federal Safety Grant Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Administrator to sign the agreement in the amount of \$20,077.00 for the term of October 1, 2016 through January 31, 2017.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adopt resolution - All Terrain Vehicle Trail Funding:

WHEREAS, local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

**RESOLUTION
20161122-073
REQUEST FOR
REIMBURSEMENT OF
PROPERTY TAX
RELIEF**

**PUBLIC HEARING
SET FOR PROPOSED
ORDINANCE
AMENDMENTS**

**RESOLUTION
20161122-074
2016 FEDERAL
BOATING
SUPPLEMENTAL
EQUIPMENT GRANT
AGREEMENT**

**RESOLUTION
20161122-075
ALL TERRAIN
VEHICLE TRAIL
FUNDING**

WHEREAS, Clubs wish to contract with the County for maintaining these trails, and

WHEREAS, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail, Solana ATV trails, Axtell technical area.

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve the following Personnel Committee recommendations:

Adopt Resolution - 2017 Elected Officials Salaries

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2017 salaries of Aitkin County Elected Officials at:

County Auditor, Kirk Peysar \$86,093.23 plus \$575.00 one-time lump sum payment
County Treasurer, Lori Grams \$73,952.71 plus \$575.00 one-time lump sum payment
County Recorder, Michael Moriarty \$66,418.52
County Sheriff, Scott Turner \$98,775.97 plus \$575.00 one-time lump sum payment
County Attorney, Jim Ratz \$116,126.48 plus \$575.00 one-time lump sum payment

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

FT Case Aide Position

Authorize filling a full-time Case Aide position and backfill, if filled with internal hire.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried (3-1-1 Marcotte opposed, Napstad abstained) to adopt resolution – 2017 Commissioner Salaries:

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2017 County Commissioner's salary at \$30,253.00, which is the same rate of pay as 2016. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

**PERSONNEL
COMMITTEE
RECOMMENDATIONS**

**RESOLUTION
20161122-076
2017 ELECTED
OFFICIALS
SALARIES**

**FT CASE AIDE
POSITION**

**RESOLUTION
20161122-077
2017 COMMISSIONER
SALARIES**

Lori Grams, Treasurer reviewed the 2016 Third Quarter Investment Report with the Board.

**2016 3rd QUARTER
INVESTMENT
REPORT**

Chuck Knandel, Jr. of the State Auditor's Office reviewed the 2015 State Audit with the Board via telephone conference.

2015 STATE AUDIT

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-1 Wedel), to approve 2017 base appropriation of \$37,900 for Aitkin County CARE, plus an additional \$8,000 for 2017 only, due to management turnover and a loss of grant application opportunities, for a total of \$45,900 for 2017.

**2017 FUNDING
REQUEST - CARE**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve separation agreement with Thomas Burke, Health & Human Services Director, as presented.

**APPROVE
SEPARATION
AGREEMENT**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to authorize filling the vacant Health & Human Services Director position.

**AUTHORIZE
FILLING HEALTH &
HUMAN SERVICES
DIRECTOR POSITION**

Ross Wagner, Economic Development & Forest Industry Coordinator updated the Board on the Blandin Broadband Community and discussed Aitkin County Broadband Development Grant. Consensus is for this to be brought back to the Board at a future Board meeting.

BROADBAND

Ross Wagner, Economic Development & Forest Industry Coordinator discussed with the Board holding public informational meetings on a proposed new building addition. He also presented a proposal from Bruce Schwartzman, BKV Group for Initial Design Services for Aitkin County Government Facility. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to approve the proposal from BKV Group of \$20,800 plus reimbursables not to exceed \$1,200.

**BUILDING ADDITION
DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve Hydroponics Study Proposal from Avolve, Lakewood CO at no cost to Aitkin County.

**HYDROPONICS
STUDY PROPOSALS**

The Board discussed the following: ACA, Forest Advisory, Library, Park Board, CARE, Mille Lacs Band Summit, DAC, AIS, EDA, Aitkin County Water Planning Task Force, Tri-County Coalition of Mille Lacs Lake, Extension GOT VIVA, and Canvassing Board.

BOARD DISCUSSION

Break: 12:37 p.m. to 1:23 p.m.

BREAK

The Board interviewed three final candidates for County Administrator: 1.) Scott Peters, 2.) Kathleen Ryan, and 3.) Jessica Seibert

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to schedule the December 6th regular County Board meeting at 5:30 p.m. in the County Boardroom, just prior to the annual Budget Hearing which is scheduled for 6:05 p.m. in the County Boardroom.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to adjourn the meeting at 4:18 p.m.

**COUNTY
ADMINISTRATOR
INTERVIEWS**

**DECEMBER 6TH
COUNTY BOARD
MEETING**

ADJOURN

J. Mark Wedel, Board Chair
Aitkin County Board of Commissioners

Patrick Wussow, Interim County Administrator